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मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 6]

भोपाल, शुक्रवार, दिनांक 10 फरवरी 2012—माघ 21, शक 1933

भाग ४

विषय-सूची

(क) (1) मध्यप्रदेश विधेयक,	(2) प्रवर समिति के प्रतिवेदन,	(3) संसद में पुरस्थापित विधेयक.
(ख) (1) अध्यादेश,	(2) मध्यप्रदेश अधिनियम,	(3) संसद के अधिनियम.
(ग) (1) प्रारूप नियम,	(2) अन्तिम नियम.	

भाग ४ (क) — कुछ नहीं

भाग ४ (ख)

अध्यादेश

उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

Bhopal, the 1st February 2012

No.-R-16-cc-2012-XXXVIII.—In exercise of the powers conferred by sub-section (1) of Section 28 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007, the State Government hereby makes, the first ordinance of the ITM University Campus N. H. 75, Jhansi Road Gwalior (M.P.) is hereby published in the ordinary gazette as per the provision of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007 under Section 35. The first Ordinance of the University shall come into force from the date of notification.

By order and in the name of the Governor of Madhya Pradesh,
C. B. PADWAR, Dy. Secy.

O R D I N A N C E
NO. 1

**Conduct of
Examinations**

1. All arrangements for the conduct of examinations will be of Controller of Examination in consultation with Dean of concerned faculty.
2. The Controller of Examination in consultation with Dean shall prepare and duly publish a programme for the conduct of examinations specifying the date of each examination and the last dates by which applications and fees for examinations shall be paid by the intending examinees.
- 3.(i) The Dean of a school shall act as Senior Centre Superintendents of University Examinations and he/she shall be overall in charge for the conduct of University examinations at their respective centres. The Controller of Examination shall in consultation with Dean appoint Superintendent and Assistant Superintendent, if any, for each examination centre and shall issue instructions for their guidance. The number of the Assistant Superintendent/s so appointed shall be determined on the basis of the number of registered candidates in the session concerned.
- (ii) The Superintendent of the Examination at each centre shall be personally responsible for the safe custody of question papers and the answer-books sent to him and shall render to the University office a complete account of used and unused question papers and answer-books.
- (iii) The Superintendent shall supervise the work of invigilators working under him and shall conduct the examinations strictly according to the instructions issued to him by the University.
- (iv) The Superintendent of the Examination shall, wherever necessary send a confidential Report to the Controller of Examination about the conduct of examination, mentioning therein the performance of the invigilators and the general behavior of the examinees. He shall send a daily report on the number of examinees attending each of the examinations, absentee roll numbers and such other information relating to the examinations being held at the Centre as may be considered necessary, along with any other matter which he thinks fit to be brought to the notice of the University.

He shall also be responsible for maintenance and submission to the Controller of Examination of the University, of the account of advance money received if/any and expenditure incurred in connection with the conduct of the examinations.

- (v) The Centre Superintendent shall have the power to expel an examinee, from examinations on subsequent examination days; on any of the following grounds:--
 - (a) That the examinee created a nuisance or serious disturbance at the examination centre.
 - (b) That the examinee showed a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.
 - (c) If necessary, the Superintendent may get police assistance. Where a candidate is expelled, the Registrar and Controller of Examination shall be informed immediately.

(vi) Unless otherwise directed, only employee engaged in teaching work of School of Studies shall be appointed as invigilators by the Superintendents.

4. It shall be the duty of the Centre Superintendents to ensure that an examinee is the same person who had filled in the form for appearing in the examination, by way of checking the photograph pasted on the form and signatures. It shall be the duty of the centre Superintendents to see that on each day on which a candidate appears in the examination his signature is obtained on the form and to make sure that it tallies with the one already on it.

5. The Dean may on the recommendation of the Centre Superintendent appoint an amanuensis to write down dictation pertaining to answers to questions at the examination on behalf of the examinee who is unable to write himself/herself on account of Physical disability. The Dean shall allow an amanuensis only on production of medical certificate of the competent medical officer of Govt. Hospital and of the fact that the amanuensis possesses one year lower educational qualification than that of the examinee.

6. The University may from time to time appoint Inspectors or Board of Inspectors to see that the conduct of the examination is strictly according to the rules and procedure laid down. Each Inspector so appointed shall have the powers of a Centre Superintendent. In the event of the Inspector pointing out serious breach of rules or procedure, the Kulapati may take such action/may be necessary including post-ponement or cancellation, wholly or in part of the examination at the Centre, and if any action is taken, a report of the action taken shall be made to the Board of Management at its next meeting.

7. The Board of Management may cancel an examination if it is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.

8. The Board of Management may issue such general instruction, for the guidance of the Examiners, Centre Superintendents, Tabulators, Collators, as it considers necessary for the proper discharge of their duties.

9. Subject to the Provisions of this Ordinance the Board of Management may from time to time make, after or modify rules and procedure about the conduct of examinations.

10. (1) The Results Committee shall consist of the following:--

(i)	Dean of the Faculty Concerned	Chairman
(ii)	Concerned Head of the Department.	Member
iii)	Controller of Examination.	Member Secretary.

(2) Two members shall form the Quorum.

(3) The term of the Results Committee shall be of one academic year.

(4) The functions of the Results Committee shall be as follows:--

(i) To scrutinise and pass the results of the Examinations conducted by the University after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards and to recommend to the Kulapati the action to be taken in any case where the result is unbalanced.

(ii) To exercise such other powers as the Academic Council may delegate to it from time to time.

11. Provided that the results of examination may be got prepared by computer for which purpose a set of two checkers for each examination may be appointed by Dean.
12. If a candidate has any communication to make on the subject of his/her examination paper; it shall be made in writing to the Dean direct.
13. Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his/her examination shall be reported to the Controller of Examination who shall place the matter before the Board of Management.
14. Except as otherwise decided by the Board of Management the examination answer-books and the documents regarding the marks obtained by the examinees, except the tabulated results, shall be destroyed or otherwise disposed of after 6 months from the date of the declaration of the results.
15. The Controller of Examination will be authorized to publish the results of the University examinations as passed by the Results Committee on the notice board of the Office of the University. The results, when published, shall simultaneously be communicated to the DCans of the schools concerned.

***If any Clerical error or errors in the process of calculation or computerisation is discovered in the results so declared, the Dean shall have the power to rectify the same.

16. No examinee shall leave the examination hall within one hour of the start of the examination for any purpose what so ever and no candidate shall be permitted to appear for the examination after half an hour of its commencement.
17. Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded and if the examinee fails to return within this limit of 5 minutes, he/she shall not be permitted to enter the examination hall, unless he/she gives convincing explanation.
18. A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking inspite of the warning by the invigilators, the answerbook of such examinee shall be withdrawn and a second answer book supplied. Only the second answerbook shall be sent for valuation. The first answerbook shall be cancelled and sent to the Registrar, by the Superintendent.
19. The Superintendent of an examination centre shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or within the premises of the examination centre during the hours of examination, in the following manner :--

- (i) The examinee shall be called upon to surrender all the objectionable material found in his or her possession including the answerbook and a memorandum shall be prepared with date and time.

- (ii) The statement of the examinee and the invigilator shall be recorded.
- (iii) The examinee shall be issued a fresh answerbook marked 'Duplicate-Using Unfair Means' to attempt answers- within the remaining time prescribed for the examination.
- (iv) All the material so collected and the entire evidence along with the statement of the examinee and the answer books duly initialed shall be forwarded to the Registrar by name, in a separate confidential sealed registered packet marked "Unfair Means" along with the observations of the Superintendent.
- (v) The material so collected from the examinee and both the answer books viz, the answerbook collected while using unfair means and the other supplied afterwards, will be used to report if the examinee has actually used unfair means in view of the material collected.
- (vi) The cases of the use of unfair means at the examination as reported by the centre supdt. along with the report of the examiner shall be examined by a committee to be appointed by the Board of Management every year.

The Committee shall consist of :--

(a) One member of the Board of Management, one of the Deans of Faculties and one teacher who is a member of the Academic Council nominated by the Board of Management.

(b) Controller of Examination (Secretary)

The Board of Management shall appoint one of the members included under (a) to be a Chairman of the Committee.

- (vii) The Committee shall after examining the case, decide the action to be taken in each case and report to the Board of Management all cases of the use of unfair means together with the decision of the Committee in each case.
- (viii) Teacher and staff posted at examination centres who are found to be abetting in the use of unfair means to the examiners should be proceeded for panel action under the relevant laws.

20. Any matter not covered in the above provisions will be dealt with in accordance with the provisions of the regulation of the concerned course.

ORDINANCE NO. 2

Admission of Students to School of Studies and Maintenance of Discipline

1. In this Ordinance, unless there is anything repugnant in the subject or context :
 - (a) "Equivalent examination" means and examination which has been conducted by :
 - (i) Any recognized Board of Higher Secondary Education, or
 - (ii) Any Indian University other than this University incorporated by any law in force for the time being, and recognized by the University as equivalent to its corresponding examination or the final examination held under the M.P. Madhyamik Shiksha Adhiniyam, 1965 as the case may be.
 - (b) "qualifying examination" means an examination the passing of which makes a student eligible for admission to a particular year in a course of study leading to a Bachelor's or post- graduate degree or diploma conferrable by this University.
2. Admissions to all-courses shall be governed by the following principles:
 - (1) Admission shall not be a matter of right.
 - (2) Eligibility shall not imply admission.
 - (3) Admissions in all Institutions that are constituent units of the University shall be governed as per Regulations made in this behalf. The University shall follow reservation policies of the State as enacted by a relevant Act of the Legislative Assembly.
3. A student seeking admission to a College, University Teaching Department or School of Studies (hereinafter called an Institution) shall, on or before the date prescribed for submission of applications for admission by the Head of the Institution concerned, submit his application on the prescribed form to be obtained from such Institution on payment of the prescribed fee.
4. The application for admission shall among others be accompanied by (i) the School or College Leaving Certificate signed by the Head of the Institution last attended by the student, (ii) true copy of the statement of marks showing that the applicant has passed the qualifying examination, and in the case of a student who passed the examination as private candidate, a certificate signed by two responsible persons certifying to the good character of the applicant. If an applicant for admission, as aforesaid, has passed the qualifying examination from a Board other than the Board of Secondary Education, Madhya Pradesh, or a University other than this University, he shall submit in addition to the School or College Leaving Certificate, an eligibility or a Migration Certificate from the Registrar of such Board or University, as the case may be together with immigration fee of rupees thirty.

Provided that if it does not become possible for the applicant to obtain a migration certificate in time for making the application, he may make the application in time stating that the certificate shall be produced as soon as it is received and for that purpose he may be allowed such time as the University may specify.

Provided that a student who is eligible for second or supplementary examination of the University shall be permitted to take provisional admission to the next higher class within the date prescribed above. If he/she fails to clear the supplementary or pass the second examination the provisional admission in the higher class shall stand as cancelled.

Provided further that the Kulapati shall have powers to grant admission in cases of candidates (i) who qualify for admission as a result of revaluation and who seek admission within 21 days from the date of declaration of the result, (ii) Candidates coming on transfer from other Universities because of the transfer of their Parents/Guardians, beyond the last date for admission as given above on the clear understanding that the attendance of all such students admitted under the provision shall be counted from the date of commencement of the session.'

8. (1) a student shall be enrolled as a member of an institution as soon as he is admitted by the Head of the institution and has paid the prescribed fees.
- (2) A student seeking admission to an institution after the commencement of the session shall be required to pay tuition fees from July of the year.
9. A student, who during an academic session desires to leave the institution of which he has become a member shall give notice in writing to the Head of the Institution of his intention to leave stating reasons therefore and further stating the name of the institution, if any, which he wishes to join. If the change is to another Institution in the same city, the Head of the Institution shall consider the reasons given to justify such a change. If they are strong enough to justify such a change, he may pass orders accordingly.
10. Every student in the University shall at all times be of good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the Institution of which he is a student and of the University.
11. (1) When a student has been guilty of breach of discipline within or outside the premises of the University or an Institution, or persistent idleness or has been guilty of misconduct, the Head of the Institution at which such student is studying, Kulapati/Registrar/Dean Student Welfare may according to the nature and gravity of the offence :
 - (a) Suspend such a student from attending classes for not more than a week at a time; or
 - (b) Expel such a student from his institution;
 - (c) Disqualify such a student from appearing at the next ensuing examination; or
 - (d) Rusticate such a student.
- (2) Before inflicting any punishment as aforesaid, the Head of the institution shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.
- (3) The Head of the Institution concerned shall have power to suspend for such time as may be necessary a student temporarily from the Institution pending inquiry into his conduct in connection with un-alleged offence.
- (4) The period, during with a student remains suspended for completion of an enquiry, shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.
- (5) Ordinarily, the period of rustication shall not exceed two years. Other Universities shall be informed of the fact of the rustication.
- (6) The rustication of a student from an Institution shall entail the removal of his name from the register of enrolled students.
12. There shall be a Proctorial Board whose constitution/powers/duties shall be such as may be prescribed by Regulations.
13. There shall be a Code of Conduct for students as may be prescribed by Regulations. It shall be compulsory for all students to comply with its provisions. In the event of non-observance of the Code, by a student, it shall be the duty of the Principal of the College/Dean, School of Studies/Registrar of the University to take disciplinary action against him under paragraph 11 above.

ORDINANCE NO. 3

Enrolment of Students and Their Admission to Courses of Study

1. Any person, who shall have passed the Higher Secondary School Certificate Examination of the Board of Secondary Education Madhya Pradesh or an examination recognized by the University as equivalent to it, may be enrolled as a student of the University.
2. Application for enrolment as a student of the University shall be made to the Registrar in the prescribed form and it shall be accompanied by an enrolment fee of rupees twenty. Such application shall be submitted through the Principal of the College to which the student has been admitted.
3. (i) No student shall be deemed to have been admitted to any course of study as a regular student of the University unless his name is borne on the register of enrolled students.
 (ii) Except in a case on which a student does not hold the minimum qualifications prescribed for admission to the course of study concerned, the fee for enrolment paid by a student shall not be refunded under any circumstances.
4. The procedure for submission of applications for enrolment of students by the constituent units of the University shall be as follows, viz :
 (i) All application forms from students shall, together with the necessary fees, migration certificate, if necessary, and returns on the prescribed forms reach the University Registrar by stipulated date of the academic year in which the students are admitted.
 (ii) On payment of a late fee, the Kulapati may, for special reasons to be recorded, permit the enrolment of a student whose application, form, enrolment fee or the migration certificate have been submitted after the due date and if the Kulapati is satisfied that the delay in submission is not due to any lack of diligence on the part of the student, he may sanction remission of the late fee.
 (iii) In the case of all students who apply for enrolment the Dean shall send to the University a general certificate to the effect that he has inspected the certificate issued by the appropriate authorities and satisfied himself that in each case the student concerned has passed the examination which under the rules of the University entitles him to join the course to which he has been admitted in the college.
5. No person, who is under sentence or expulsion or rustication from the University shall be admitted to any course of study during the period for which the sentence is in operation.
6. (1) A student who is enrolled in the University may apply for a change, correction or alteration in one's own name or surname to the Registrar of the University.
 (2) The Registrar, if he is satisfied with the reasonableness of the request, may pass order for the change or correction of the name of the student.
 (3) Any change, addition or modification, shall be recorded in the University Register in red ink under the attestation of the Registrar and a certificate to that effect shall be issued to the applicant.
 (4) Under no circumstance shall any alteration be made in the University certificate, diploma, degree and other document issued in favor of the applicant prior to the order for a change or correction in the name.
 (5) In all subsequent documents, certificates, diplomas and degrees of the University the former as well as the new name shall be entered and all correspondence shall be carried on in like manner.
 (6) The application for change or correction in the name shall be made either through the Head of the Institution where the student is studying or in case of others shall be countersigned by two members of the Court or a first class Magistrate and shall be supported by an affidavit.
 (7) The fee deposited with the application shall not be refunded to the student unless his application is rejected.

ORDINANCE NO. 4

1. **Degree Title** B.Tech/B.Tech (Honours)

2. **Name of Faculty** School of Engineering and Technology

3. **Minimum Duration of the Course** Full-time four years (eight semesters)

4. **Minimum Eligibility** Candidates who have passed

- ❖ Final examination of the 10+2 system, conducted by any recognized Central/ State Board, such as Central Board of Secondary Education, New Delhi; Council for Indian School Certificate Examination, New Delhi, etc.

 OR

- ❖ Final Examination of the two year course of the Joint Services Wing of the National Defence Academy

 OR

- ❖ General Certificate Education (GCE) Examination (London/Cambridge/Sri Lanka) at the Advanced (A) Level

 OR

- ❖ Any Public School/Board/University examination in India or in any foreign country recognized as equivalent to 10+2.

 OR

- ❖ H.S.C. Vocational Examination

 OR

- ❖ Senior Secondary School Examination conducted by the National Open schooling with a minimum of five subjects

 OR

- ❖ 3 or 4 year Diploma recognized by AICTE or a State Board of Technical Education.

 and

Candidates should have secured atleast 50% marks in aggregate in their qualifying examination. They should have Passed in all subjects and should have following combination.

Course	Compulsory	Any one of the Optional Subjects
B.Tech/B.Tech (Hons)	Physics & Mathematics	Chemistry/Computer Science/Biology/Biotechnology

5. **Admission Procedure** On merit, on the basis of the qualifying examination/entrance examination following norms of the concerned regulatory body and approved by Admission Board of ITM University.

6. **Branch Distribution** Admission to the particular branch of study shall be as decided by the Admission Board on the basis of counselling/personal interview.

7. Option for B.Tech (Honours) Student can opt for B.Tech (Honours) at the end of the fourth semester of B.Tech programme subject to satisfying the conditions prescribed by the academic council from time to time.

8. Total Seats Decided by Admission Board of ITM University as per norms of the concerned regulatory body and subject to revision from time to time.

9. Examination Examinations will be conducted as per the appropriate statutes and ordinances in this respect. The scheme of examinations, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council. For matters not covered in this ordinance, General rules and regulation shall be applicable. For all other matters, the decision of the Board of Management shall be binding.

10. Eligibility for Degree **Eligibility for Award of the B.Tech Degree**

A student shall be declared to be eligible for award of the B.Tech degree if he/she has:

- a) registered and successfully completed all the core courses and projects;
- b) successfully acquired the minimum required credits as specified in the regulations corresponding to the branch of his/ her study within the stipulated time;
- c) earned the specified credits in all the categories of subjects;
- d) secured a CGPA of 5.0.
- e) no dues to the University, Hostels, Libraries, NCC / NSS / NSO etc.
- and
- f) no disciplinary action is pending against him / her.

Eligibility for Award of the B.Tech (Honours) Degree

In addition to the conditions prescribed for passing (as above), the B.Tech (Honours) students must maintain an average CGPA of 6.5 and acquire stipulated additional credits in addition to minimum required credits for award of B.Tech. Degree as stipulated in regulations. Otherwise, they will be awarded only B.Tech Degree.

11. Attendance Requirement A candidate must have at least 75% attendance. On medical grounds it may be relaxed as admissible within applicable regulations.

12. General Instructions and Provisions For matters not covered in this specific ordinance general rules and regulation of ITM University regarding specific courses are applicable. In other matters Board of Management of ITM University shall be competent to take any decision.

ORDINANCE NO. 5

1. **Degree Title** B.Com./B.Com. (Honours)

2. **Name of Faculty** School of Commerce

3. **Duration of the Course** Full-time three years (six semesters)

4. **Minimum Eligibility** Candidates who have passed

- ❖ Final examination of the 10+2 system, conducted by any recognized Central/ State Board, such as Central Board of Secondary Education, New Delhi; Council for Indian School Certificate Examination, New Delhi, etc.

OR
- ❖ Final Examination of the two year course of the Joint Services Wing of the National Defence Academy

OR
- ❖ General Certificate Education (GCE) Examination (London/Cambridge/Sri Lanka) at the Advanced (A) Level

OR
- ❖ Any Public School/Board/University examination in India or in any foreign country recognized as equivalent to 10+2.

OR
- ❖ H.S.C. Vocational Examination

OR
- ❖ Senior Secondary School Examination conducted by the National Open schooling with a minimum of five subjects

OR
- ❖ 3 or 4 year Diploma recognized by AICTE or a State Board of Technical Education.

and

Candidates should have secured at least 55% marks in aggregate in the qualifying examination (10+2).

5. **Admission Procedure** On merit, on the basis of the qualifying examination/entrance examination following norms of the concerned regulatory body and approved by Admission Board of ITM University.

6. **Total Seats** Decided by Admission Board of ITM University as per norms of the concerned regulatory body and subject to revision from time to time.

7. Examination Examinations will be conducted as per the appropriate statutes and ordinances in this respect. The scheme of examinations, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council. For matters not covered in this ordinance, General rules and regulation shall be applicable. For all other matters, the decision of the Board of Management shall be binding.

8. Eligibility for Degree **Eligibility for Award of the B.Com. Degree**

A student shall be declared to be eligible for award of the B.Com. degree if he/she has:

- a) registered and successfully completed all the core courses and projects;
- b) successfully acquired the minimum required credits as specified in the regulations corresponding to the branch of his/ her study within the stipulated time;
- c) earned the specified credits in all the categories of subjects;
- d) secured a CGPA of 5.0 in passed subjects only.
- e) no dues to the University, Hostels, Libraries, NCC / NSS / NSO etc. and
- f) no disciplinary action is pending against him / her.

Eligibility for Award of the B.Com. (Honours) Degree

In addition to the conditions prescribed for passing (as above), the B.Com. (Honours) students must maintain an average CGPA of 6.5 and acquired stipulated additional credits in addition to minimum required credits for award of B. Com. Otherwise they will be awarded only B.Com. Degree.

9. Attendance Requirement A candidate must have at least 75% attendance. On medical grounds it may be relaxed as admissible within applicable regulations.

10. General Instructions and Provisions For matters not covered in this specific ordinance general rules and regulation of ITM University regarding specific courses are applicable. In other matters Board of Management of ITM University shall be competent to take any decision.

ORDINANCE NO. 6

1. **Degree Title** B.Sc./B.Sc. (Honours)

2. **Name of Faculty** School of Science

3. **Duration of the Course** Full-time three years (six semesters)

4. **Minimum Eligibility**

- Candidates who have passed
 - ❖ Final examination of the 10+2 system, conducted by any recognized Central/ State Board, such as Central Board of Secondary Education, New Delhi; Council for Indian School Certificate Examination, New Delhi, etc.
 - OR
 - ❖ Final Examination of the two year course of the Joint Services Wing of the National Defence Academy
 - OR
 - ❖ General Certificate Education (GCE) Examination (London/Cambridge/Sri Lanka) at the Advanced (A) Level
 - OR
 - ❖ Any Public School/Board/University examination in India or in any foreign country recognized as equivalent to 10+2.
 - OR
 - ❖ H.S.C. Vocational Examination
 - OR
 - ❖ Senior Secondary School Examination conducted by the National Open schooling with a minimum of five subjects
 - OR
 - ❖ 3 or 4 year Diploma recognized by AICTE or a State Board of Technical Education.
- and

Candidates should have secured at least 50% marks in aggregate in the qualifying examination (10+2).

5. **Admission Procedure** On merit, on the basis of the qualifying examination/entrance examination following norms of the concerned regulatory body and approved by Admission Board of ITM University.

6. **Total Seats** Decided by Admission Board of ITM University as per norms of the concerned regulatory body and subject to revision from time to time.

7. Examination Examinations will be conducted as per the appropriate statutes and ordinances in this respect. The scheme of examinations, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council. For matters not covered in this ordinance, General rules and regulation shall be applicable. For all other matters, the decision of the Board of Management shall be binding.

8. Eligibility for Eligibility for Award of the B.Sc. Degree Degree

A student shall be declared to be eligible for award of the B.Sc. degree if he/she has:

- a) registered and successfully completed all the core courses and projects;
- b) successfully acquired the minimum required credits as specified in the regulations corresponding to the branch of his/ her study within the stipulated time;
- c) earned the specified credits in all the categories of subjects;
- d) secured a CGPA of 5.0.
- e) no dues to the University, Hostels, Libraries, NCC / NSS / NSO etc. and
- f) no disciplinary action is pending against him / her.

Eligibility for Award of the B.Sc. (Honours) Degree

In addition to the conditions prescribed for passing (as above), the B.Sc. (Honours) students must maintain an average CGPA of 6.5 and acquire stipulated additional credits in addition to minimum required credits for award of B Sc Honours degree. Otherwise, they will be awarded only B.Sc. Degree.

9. Attendance Requirement A candidate must have at least 75% attendance. On medical grounds it may be relaxed as admissible within applicable regulations.

10. General Instructions and Provisions For matters not covered in this specific ordinance general rules and regulation of ITM University regarding specific courses are applicable. In other matters Board of Management of ITM University shall be competent to take any decision.

ORDINANCE NO. 7

1. Degree Title	B.Ed.
2. Name of Faculty	School of Social Science
3. Minimum Duration of the Course	Full-time One year (Two semesters)
4. Minimum Eligibility	A candidate seeking admission to B.Ed. should be graduate having obtained at least 50% marks in Aggregate from any UGC / AICTE approved Indian University from a foreign University recognized by UGC.
5. Admission Procedure	On merit, on the basis of the qualifying examination/entrance examination following norms of the concerned regulatory body and approved by Admission Board of ITM University.
6. Total Seats	Decided by Admission Board of ITM University as per norms of the concerned regulatory body and subject to revision from time to time.
7. Examination	Examinations will be conducted as per the appropriate statutes and ordinances in this respect. The scheme of examinations, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council. For matters not covered in this ordinance, General rules and regulation shall be applicable. For all other matters, the decision of the Board of Management shall be binding.
8. Eligibility for Degree	<p>Eligibility for Award of the B.Ed. Degree</p> <p>A student shall be declared to be eligible for award of the B.Ed. degree if he/she has:</p> <ul style="list-style-type: none"> a) registered and successfully completed all the core courses and projects; b) successfully acquired the minimum required credits as specified in the regulations corresponding to the branch of his/ her study within the stipulated time; c) earned the specified credits in all the categories of subjects; d) secured a CGPA of 5.0. e) no dues to the University, Hostels, Libraries, NCC / NSS / NSO etc. and f) no disciplinary action is pending against him / her.
9. Attendance Requirement	A candidate must have at least 75% attendance. On medical grounds it may be relaxed as admissible within applicable regulations.
10. General Instructions and Provisions	For matters not covered in this specific ordinance general rules and regulation of ITM University regarding specific courses are applicable. In other matters Board of Management of ITM University shall be competent to take any decision.

ORDINANCE NO. 8

1. **Degree Title** M.Tech.

2. **Name of Faculty** School of Engineering and Technology

3. **Minimum Duration of the Course** Full-time two years (four semesters)

4. **Minimum Eligibility**

- Candidates who have qualified for the award of the Bachelor's degree in Engineering/Technology or Master's degree in Science and who have qualified in GATE (Graduate Aptitude Test in Engineering) are eligible to apply for admission to the M.Tech Programme. Tech Graduates with a minimum CGPA of 5.0 on a scale of 10 CGPA or equivalent % of marks are eligible for admission without GATE Score.
- Notwithstanding what has been stated above (1), applications from candidates sponsored by organizations recognized by the Academic Council, and applications from foreign nationals received through proper channel, may be considered for admission to the M.Tech programme. Their admission shall, however, be governed by the regulations prescribed by the Academic Council.
- In addition to (1) and (2), a candidate who possesses Associate Membership of Professional Bodies approved by the Academic Council and who has qualified in GATE shall also be eligible to apply for admission to the M.Tech programme, subject to regulations approved by the Academic Council.

5. **Admission Procedure** On merit, on the basis of the qualifying examination/entrance examination following norms of the concerned regulatory body and approved by Admission Board of ITM University.

6. **Branch Distribution** Admission to the particular branch of study shall be as decided by the Admission Board on the basis of counselling/personal interview.

7. **Total Seats** Decided by Admission Board of ITM University as per norms of the concerned regulatory body and subject to revision from time to time.

8. **Examination** Examinations will be conducted as per the appropriate statutes and ordinances in this respect. The scheme of examinations, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council. For matters not covered in this ordinance, General rules and regulation shall be applicable. For all other matters, the decision of the Board of Management shall be binding.

9. Eligibility for Award of the M.Tech Degree

A student shall be declared to be eligible for award of the M.Tech degree if he/she has:

- a) registered and successfully completed all the core courses and projects;
- b) successfully acquired the minimum required credits as specified in the regulations corresponding to the branch of his/ her study within the stipulated time;
- c) earned the specified credits in all the categories of subjects;
- d) secured a CGPA of 5.
- e) no dues to the University, Hostels, Librariess, NCC / NSS / NSO etc. and
- f) no disciplinary action is pending against him / her.

10. Attendance Requirement

A candidate must have at least 75% attendance. On medical grounds it may be relaxed as admissible within applicable regulations.

11. General Instructions and Provisions

For matters not covered in this specific ordinance general rules and regulation of ITM University regarding specific courses are applicable. In other matters Board of Management of ITM University shall be competent to take any decision.

ORDINANCE NO. 9

1. Degree Title	M.B.A.
2. Name of Faculty	School of Management
3. Duration of the Course	Full-time two years (six trimesters)
4. Minimum Eligibility	Candidate should be a graduate / post graduate in any discipline with at least 50 % marks in aggregate of any Indian University or foreign university or institute recognized by the University as equivalent or any Open University such as MP-Bhoj, IGNOU. However the graduate degree should be with (three years of regular study after passing 12th class examination of (10 + 2) scheme or equivalent or (10 + 2 + 3) year system or equivalent.
5. Admission Procedure	Candidate who is appearing or has appeared for Final year of any degree examination during the current academic session as a regular or a private candidate can also apply for admissions on provisional basis.
6. Branch Distribution	Admission to the particular branch of study shall be as decided by the Admission Board on the basis of counselling/personal interview.
7. Total Seats	Decided by Admission Board of ITM University as per norms of the concerned regulatory body and subject to revision from time to time.
8. Examination	Examinations will be conducted as per the appropriate statutes and ordinances in this respect. The scheme of examinations, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council. For matters not covered in this ordinance, General rules and regulation shall be applicable. For all other matters, the decision of the Board of Management shall be binding.
9. Eligibility for Degree	<p>Eligibility for Award of the M.B.A. Degree</p> <p>A student shall be declared to be eligible for award of the M.B.A. degree if he/she has:</p> <ul style="list-style-type: none"> a) registered and successfully completed all the core courses and projects; b) successfully acquired the minimum required credits as specified in the regulations corresponding to the branch of his/ her study within the stipulated time; c) earned the specified credits in all the categories of subjects; d) secured a CGPA of 5.0. e) no dues to the University, Hostels, Libraries, NCC / NSS / NSO etc. and f) no disciplinary action is pending against him / her.
10. Attendance Requirement	A candidate must have at least 75% attendance. On medical grounds it may be relaxed as admissible within applicable regulations.
11. General Instructions and Provisions	For matters not covered in this specific ordinance general rules and regulation of ITM University regarding specific courses are applicable. In other matters Board of Management of ITM University shall be competent to take any decision.

ORDINANCE NO. 10

1. Degree Title	M.Sc.
2. Name of Faculty	School of Science
3. Duration of the Course	Full-time two years (four semesters)
4. Minimum Eligibility	<p>A candidate seeking admission to M.Sc. should be a Science Graduate with relevant subjects having obtained at least 50% marks in aggregate from any UGC/ AICTE approved Indian University or from a foreign University recognized by UGC or institute recognized by the ITM University as equivalent thereto.</p> <p>The Bachelor's degree must be of minimum three years duration after passing Higher Secondary (10+2) examination or equivalent.</p>
5. Admission Procedure	On merit, on the basis of the qualifying examination/entrance examination following norms of the concerned regulatory body and approved by Admission Board of ITM University.
6. Total Seats	Decided by Admission Board of ITM University as per norms of the concerned regulatory body and subject to revision from time to time.
7. Examination	Examinations will be conducted as per the appropriate statutes and ordinances in this respect. The scheme of examinations, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council. For matters not covered in this ordinance, General rules and regulation shall be applicable. For all other matters, the decision of the Board of Management shall be binding.
8. Eligibility for Degree	Eligibility for Award of the M.Sc. Degree <p>A student shall be declared to be eligible for award of the M.Sc. degree if he/she has:</p> <ul style="list-style-type: none"> a) registered and successfully completed all the core courses and projects; b) successfully acquired the minimum required credits as specified in the regulations corresponding to the branch of his/ her study within the stipulated time; c) earned the specified credits in all the categories of subjects; d) secured a CGPA of 5.0. e) no dues to the University, Hostels, Libraries, NCC / NSS / NSO etc. and f) no disciplinary action is pending against him / her.
9. Attendance Requirement	A candidate must have at least 75% attendance. On medical grounds it may be relaxed as admissible within applicable regulations.
10. General Instructions and Provisions	For matters not covered in this specific ordinance general rules and regulation of ITM University regarding specific courses are applicable. In other matters Board of Management of ITM University shall be competent to take any decision.

ORDINANCE NO. 11

1. **Degree Title** M.C.A.

2. **Name of Faculty** School of Engineering and Technology

3. **Duration of the Course** Full-time three years (six semesters)

4. **Minimum Eligibility** Candidate who have passed B.C.A. or B.Sc. (CS/IT) or an equivalent degree from any recognized University with at least 50% of marks.

5. **Admission Procedure** On merit, on the basis of the qualifying examination/entrance examination following norms of the concerned regulatory body and approved by Admission Board of ITM University.

6. **Total Seats** Decided by Admission Board of ITM University as per norms of the concerned regulatory body and subject to revision from time to time.

7. **Examination** Examinations will be conducted as per the appropriate statutes and ordinances in this respect. The scheme of examinations, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council. For matters not covered in this ordinance, General rules and regulation shall be applicable. For all other matters, the decision of the Board of Management shall be binding.

8. **Eligibility for Degree** **Eligibility for Award of the M.C.A. Degree**
 A student shall be declared to be eligible for award of the M.C.A. if he/she has:

- a) registered and successfully completed all the core courses and projects;
- b) successfully acquired the minimum required credits as specified in the regulations corresponding to the branch of his/ her study within the stipulated time;
- c) earned the specified credits in all the categories of subjects;
- d) secured a CGPA of 5.0.
- e) no dues to the University, Hostels, Libraries, NCC / NSS / NSO etc. and
- f) no disciplinary action is pending against him / her.

9. **Attendance Requirement** A candidate must have at least 75% attendance. On medical grounds it may be relaxed as admissible within applicable regulations.

10. **General Instructions and Provisions** For matters not covered in this specific ordinance general rules and regulation of ITM University regarding specific courses are applicable. In other matters Board of Management of ITM University shall be competent to take any decision.

ORDINANCE NO. 12

1. **Degree Title** The Integrated Post Graduate Five Year (Ten Semesters) Engineering Programme shall be designated as Master of Technology Integrated Programme.

2. **Dual Degrees** The Integrated Post Graduate Five Year Engineering Programme is a dual degree programme composed of B.Tech + M.Tech/ B.Tech (Honours) + M.Tech.

3. **Name of Faculty** School of Engineering and Technology

4. **Minimum Duration of the Course** Full-time Five years (Ten semesters)

5. **Minimum Eligibility** Candidates who have passed

- ❖ Final examination of the 10+2 system, conducted by any recognized Central/ State Board, such as Central Board of Secondary Education, New Delhi; Council for Indian School Certificate Examination, New Delhi, etc.

OR
- ❖ Final Examination of the two year course of the Joint Services Wing of the National Defence Academy

OR
- ❖ General Certificate Education (GCE) Examination (London/Cambridge/Sri Lanka) at the Advanced (A) Level

OR
- ❖ Any Public School/Board/University examination in India or in any foreign country recognized as equivalent to 10+2.

OR
- ❖ H.S.C. Vocational Examination

OR
- ❖ Senior Secondary School Examination conducted by the National Open schooling with a minimum of five subjects

OR
- ❖ 3 or 4 year Diploma recognized by AICTE or a State Board of Technical Education. and

Candidates should have secured atleast 50% marks in aggregate in their qualifying examination. They should have Passed in all subjects and should have following combination.

Course	Compulsory	Any one of the Optional Subjects
B.Tech/B.Tech (Hons)	Physics & Mathematics	Chemistry/Computer Science/Biology/Biotechnology

6. Admission Procedure On merit, on the basis of the qualifying examination/entrance examination following norms of the concerned regulatory body and approved by Admission Board of ITM University.

7. Branch Distribution Admission to the particular branch of study shall be as decided by the Admission Board on the basis of counselling/personal interview.

8. Option for B.Tech (Honours) Student can opt for B.Tech (Honours) at the end of the fourth semester of B.Tech programme subject to satisfying the conditions prescribed by the relevant ordinance as approved by the academic council from time to time.

9. Total Seats Decided by Admission Board of ITM University as per norms of the concerned regulatory body and subject to revision from time to time.

10. Examination Examinations will be conducted as per the appropriate statutes and ordinances in this respect. The scheme of examinations, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council. For matters not covered in this ordinance, General rules and regulation shall be applicable. For all other matters, the decision of the Board of Management shall be binding.

11. Eligibility for Degree **Eligibility for Award of the B.Tech Degree**

A student shall be declared to be eligible for award of the B.Tech degree if he /she has

- a) registered and successfully completed all the core courses and projects up to VIII Semester and is not desirous /not eligible for M.Tech degree.
- b) successfully acquired the minimum required credits as specified in the curriculum corresponding to the branch of his / her study within the stipulated time;
- c) earned the specified credits in all the categories of subject;
- d) secured a CGPA of 5.0;
- e) no dues to the Institute, Hostels, Libraries, NCC / NSS / NSO etc.

and

No disciplinary action is pending against him / her.

Eligibility for Award of Integrated B.Tech & M.Tech Degree :

In addition to the conditions prescribed under the ordinance for passing, the Dual Degree (B.Tech and M.Tech), students should secure a CGPA of 5.0

Eligibility for Award of the B.Tech (Honours) Degree:

In addition to the conditions prescribed under for passing of B.Tech. Degree, the B.Tech (Honours) students must maintain an average CGPA of 6.5 upto VIII Semester and acquire stipulated additional credits in addition to minimum required credits for award of B.Tech degree and is not desirous to continue /not eligible for M.Tech Degree.

Eligibility for award of Integrated B.Tech (Honours) & M.Tech Degree :

In addition to the conditions prescribed under for passing B.Tech. (Honours), the Dual Degree (B.Tech (Honours) and M.Tech students must maintain an average CGPA of 6.5 upto VIII Semester and thereafter, 5.0 up to X Semester.

12. Attendance Requirement	A candidate must have at least 75% attendance. On medical grounds it may be relaxed as admissible within applicable regulations.
13. General Instructions and Provisions	For matters not covered in this specific ordinance general rules and regulation of ITM University regarding specific courses are applicable. In other matters Board of Management of ITM University shall be competent to take any decision.

ORDINANCE NO. 13

1. **Degree Title** The Integrated Post Graduate Five Year (Ten Semesters) Management Programme shall be designated as Master of Business Administration Integrated Programme.

2. **Dual Degrees** The Integrated Post Graduate Five Year Integrated Programme is a dual degree programme composed of B.Tech + M.B.A./ B.Tech (Honours) + M.B.A.

3. **Name of Faculty** School of Engineering and Technology

4. **Minimum Duration of the Course** Full-time Five years (Ten semesters)

5. **Minimum Eligibility** Candidates who have passed

- ❖ Final examination of the 10+2 system, conducted by any recognized Central/ State Board, such as Central Board of Secondary Education, New Delhi; Council for Indian School Certificate Examination, New Delhi, etc.

 OR

- ❖ Final Examination of the two year course of the Joint Services Wing of the National Defence Academy

 OR

- ❖ General Certificate Education (GCE) Examination (London/Cambridge/Sri Lanka) at the Advanced (A) Level

 OR

- ❖ Any Public School/Board/University examination in India or in any foreign country recognized as equivalent to 10+2.

 OR

- ❖ H.S.C. Vocational Examination

 OR

- ❖ Senior Secondary School Examination conducted by the National Open schooling with a minimum of five subjects

 OR

- 3 or 4 year Diploma recognized by AICTE or a State Board of Technical Education.

 and

Candidates should have secured atleast 50% marks in aggregate in their qualifying examination. They should have Passed in all subjects and should have following combination.

Course	Compulsory	Any one of the Optional Subjects
B.Tech/B.Tech (Hons)	Physics & Mathematics	Chemistry/Computer Science/Biology/Biotechnology

6. **Admission Procedure** On merit, on the basis of the qualifying examination/entrance examination following norms of the concerned regulatory body and approved by Admission Board of ITM University.

7. **Branch Distribution** Admission to the particular branch of study shall be as decided by the Admission Board on the basis of counselling/personal interview.

8. **Option for B.Tech (Honours)** Student can opt for B.Tech (Honours) at the end of the fourth semester of B.Tech programme subject to satisfying the conditions prescribed by the academic council from time to time.

9. **Total Seats** Decided by Admission Board of ITM University as per norms of the concerned regulatory body and subject to revision from time to time.

10. **Examination** Examinations will be conducted as per the appropriate statutes and ordinances in this respect. The scheme of examinations, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council. For matters not covered in this ordinance, General rules and regulation shall be applicable. For all other matters, the decision of the Board of Management shall be binding.

11. Eligibility for Degree **Eligibility for Award of the B.Tech Degree**

A student shall be declared to be eligible for award of the B.Tech degree if he / she has

- a) registered and successfully completed all the core courses and projects upto VIII Semester and is not desirous /not eligible for M.Tech degree.
- b) successfully acquired the minimum required credits as specified in the curriculum corresponding to the branch of his / her study within the stipulated time;
- c) earned the specified credits in all the categories of subject;
- d) secured a CGPA of 5.0;
- e) no dues to the Institute, Hostels, Libraries, NCC / NSS / NSO etc.

and

No disciplinary action is pending against him / her.

Eligibility for Award of B.Tech & M.B.A. Degree :

In addition to the conditions prescribed under for passing, the Dual Degree (B.Tech and M.B.A.), students should secure a CGPA of 5.0

Eligibility for Award of the B.Tech (Honours) Degree:

In addition to the conditions prescribed under for passing B.Tech. Degree, the B.Tech (Honours) students must maintain an average CGPA of 6.5 upto VIII Semester, and acquire stipulated additional credits if not desirous to continue /not eligible for MBA Degree.

Eligibility for award of B.Tech (Honours) & M.B.A. Degree :

In addition to the conditions prescribed under for passing B.Tech. (Honours), the Dual Degree B.Tech (Honours) and M.B.A. students must maintain an average CGPA of 6.5 upto VIII Semester and thereafter, 5.0 up to X Semester.

12. **Attendance Requirement** A candidate must have at least 75% attendance. On medical grounds it may be relaxed as admissible within applicable regulations.

13. **General Instructions and Provisions** For matters not covered in this specific ordinance general rules and regulation of ITM University regarding specific courses are applicable. In other matters Board of Management of ITM University shall be competent to take any decision.

ORDINANCE NO. 14

1. Degree Title The Integrated Post Graduate Five Year (Ten Semesters) Computer Applications Programme shall be designated as Master of Computer Applications Integrated Programme.

2. Dual Degrees This is a five year integrated programme with a choice of following to dual degrees: B.C.A. + M.C.A.

3. Name of Faculty School of Engineering and Technology

4. Minimum Duration of the Course Full-time five years (Ten semesters)

5. Minimum Eligibility Candidates who have passed

- ❖ Final examination of the 10+2 system, conducted by any recognized Central/ State Board, such as Central Board of Secondary Education, New Delhi; Council for Indian School Certificate Examination, New Delhi, etc.

 OR

- ❖ Final Examination of the two year course of the Joint Services Wing of the National Defence Academy

 OR

- ❖ General Certificate Education (GCE) Examination (London/Cambridge/Sri Lanka) at the Advanced (A) Level

 OR

- ❖ Any Public School/Board/University examination in India or in any foreign country recognized as equivalent to 10+2.

 OR

- ❖ H.S.C. Vocational Examination

 OR

- ❖ Senior Secondary School Examination conducted by the National Open schooling with a minimum of five subjects

 OR

- ❖ 3 or 4 year Diploma recognized by AICTE or a State Board of Technical Education.

 and

Candidates should have secured atleast 50% marks in aggregate in their qualifying examination.

6. Admission Procedure On merit, on the basis of the qualifying examination/entrance examination following norms of the concerned regulatory body and approved by Admission Board of ITM University.

7. Total Seats Decided by Admission Board of ITM University as per norms of the concerned regulatory body and subject to revision from time to time.

8. Examination Examinations will be conducted as per the appropriate statutes and ordinances in this respect. The scheme of examinations, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council. For matters not covered in this ordinance, General rules and regulation shall be applicable. For all other matters, the decision of the Board of Management shall be binding.

9. Eligibility for Degree **Eligibility for Award of the B.C.A. Degree**

A student shall be declared to be eligible for award of the B.C.A. at the end of VI semester if he/she has:

- a) registered and successfully completed all the core courses and projects and is not desirous /not eligible for MCA degree ;
- b) successfully acquired the minimum required credits as specified in the regulations corresponding to the branch of his/ her study within the stipulated time;
- c) earned the specified credits in all the categories of subjects;
- d) secured a CGPA of 5.0.
- e) no dues to the University, Hostels, Libraries, NCC / NSS / NSO etc. and
- f) no disciplinary action is pending against him / her.

Eligibility for Award of the Master of Computer Applications Integrated Programme Degree

A student shall be declared to be eligible for award of the MCA degree at the end of X semester if he/she has:

- a) registered and successfully completed all the core courses and projects;
- b) successfully acquired the minimum required credits as specified in the regulations corresponding to the branch of his/ her study within the stipulated time;
- c) earned the specified credits in all the categories of subjects;
- d) secured a CGPA of 5.0.
- e) no dues to the University, Hostels, Libraries, NCC / NSS / NSO etc. and
- f) no disciplinary action is pending against him / her.

10. Attendance Requirement A candidate must have at least 75% attendance. On medical grounds it may be relaxed as admissible within applicable regulations.

11. General Instructions and Provisions For matters not covered in this specific ordinance general rules and regulation of ITM University regarding specific courses are applicable. In other matters Board of Management of ITM University shall be competent to take any decision.

Ordinance No. 16

1. **Degree Title** B.C.A./B.C.A. (Honours)

2. **Name of Faculty** School of Engineering and Technology

3. **Duration of the Course** Full-time three years (six semesters)

4. **Minimum Eligibility** Candidates who have passed

- ❖ Final examination of the 10+2 system, conducted by any recognized Central/ State Board, such as Central Board of Secondary Education, New Delhi; Council for Indian School Certificate Examination, New Delhi, etc.

OR

- ❖ Final Examination of the two year course of the Joint Services Wing of the National Defence Academy

OR

- ❖ General Certificate Education (GCE) Examination (London/Cambridge/Sri Lanka) at the Advanced (A) Level

OR

- ❖ Any Public School/Board/University examination in India or in any foreign country recognized as equivalent to 10+2.

OR

- ❖ H.S.C. Vocational Examination

OR

- ❖ Senior Secondary School Examination conducted by the National Open schooling with a minimum of five subjects

OR

- ❖ 3 or 4 year Diploma recognized by AICTE or a State Board of Technical Education.

and

Candidates should have secured at least 50% marks in aggregate in the qualifying examination (10+2).

5. **Admission Procedure** On merit, on the basis of the qualifying examination/entrance examination following norms of the concerned regulatory body and approved by Admission Board of ITM University.

6. **Total Seats** Decided by Admission Board of ITM University as per norms of the concerned regulatory body and subject to revision from time to time.

7. **Examination** Examinations will be conducted as per the appropriate statutes and ordinances in this respect. The scheme of examinations, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council. For matters not covered in this ordinance, General rules and regulation shall be applicable. For all other matters, the decision of the Board of Management shall be binding.

8. Eligibility for Award of the B.C.A. Degree

A student shall be declared to be eligible for award of the B.C.A. if he/she has:

- a) registered and successfully completed all the core courses and projects;
- b) successfully acquired the minimum required credits as specified in the regulations corresponding to the branch of his/ her study within the stipulated time;
- c) earned the specified credits in all the categories of subjects;
- d) secured a CGPA of 5.0.
- e) no dues to the University, Hostels, Libraries, NCC / NSS / NSO etc. and
- f) no disciplinary action is pending against him / her.

Eligibility for Award of the B.C.A. (Honours) Degree

In addition to the conditions prescribed for passing the BCA programme(as above), the B.C.A. (Honours) students should successfully earn additional credits over and above the minimum required credits for award of BCA degree as stipulated in the concerned regulation.

9. Attendance Requirement	A candidate must have at least 75% attendance. On medical grounds it may be relaxed as admissible within applicable regulations.
10. General Instructions and Provisions	For matters not covered in this specific ordinance general rules and regulation of ITM University regarding specific courses are applicable. In other matters Board of Management of ITM University shall be competent to take any decision.

Ordinance No. 17

1. **Degree Title** B.C.A.
2. **Name of Faculty** School of Engineering and Technology
3. **Duration of the Course** Full-time three years (six semesters)
4. **Minimum Eligibility**
 - ❖ Final examination of the 10+2 system, conducted by any recognized Central/ State Board, such as Central Board of Secondary Education, New Delhi; Council for Indian School Certificate Examination, New Delhi, etc.
 - OR
 - ❖ Final Examination of the two year course of the Joint Services Wing of the National Defence Academy
 - OR
 - ❖ General Certificate Education (GCE) Examination (London/Cambridge/Sri Lanka) at the Advanced (A) Level
 - OR
 - ❖ Any Public School/Board/University examination in India or in any foreign country recognized as equivalent to 10+2.
 - OR
 - ❖ H.S.C. Vocational Examination
 - OR
 - ❖ Senior Secondary School Examination conducted by the National Open schooling with a minimum of five subjects
 - OR
 - ❖ 3 or 4 year Diploma recognized by AICTE or a State Board of Technical Education.

and

Candidates should have secured at least 45% marks in aggregate in the qualifying examination (10+2).
5. **Admission Procedure** On merit, on the basis of the qualifying examination/entrance examination following norms of the concerned regulatory body and approved by Admission Board of ITM University.
6. **Total Seats** Decided by Admission Board of ITM University as per norms of the concerned regulatory body and subject to revision from time to time.
7. **Examination** Examinations will be conducted as per the appropriate statutes and ordinances in this respect. The scheme of examinations, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council. For matters not covered in this ordinance, General rules and regulation shall be applicable. For all other matters, the decision of the Board of Management shall be binding.

8. Eligibility for Award of the B.C.A. Degree

A student shall be declared to be eligible for award of the B.C.A. if he/she has:

- a) registered and successfully completed all the core courses and projects;
- b) successfully acquired the minimum required credits as specified in the regulations corresponding to the branch of his/ her study within the stipulated time;
- c) earned the specified credits in all the categories of subjects;
- d) secured a CGPA of 5.0.
- e) no dues to the University, Hostels, Libraries, NCC / NSS / NSO etc.
and
- f) no disciplinary action is pending against him / her.

9. Attendance Requirement A candidate must have at least 75% attendance. On medical grounds it may be relaxed as admissible within applicable regulations.

10. General Instructions and Provisions For matters not covered in this specific ordinance general rules and regulation of ITM University regarding specific courses are applicable. In other matters Board of Management of ITM University shall be competent to take any decision.

Ordinance No. 18

1. **Degree Title** B.Sc. Nursing (~~प्रौद्योगिकी~~)
2. **Name of Faculty** School of School of Nursing Sciences
3. **Duration of the Course** Full Time 4yrs (Eight Semesters)
4. **Minimum Eligibility** The Minimum Educational requirement shall be 10+2 examination through CBSE or State Govt. passed with Physics, Chemistry, Biology and English or any other examination equivalent with 12 years of schooling with science (Physics, Chemistry, Biology) and English with minimum of 45% aggregate marks.
5. **Age Limit** The Minimum age shall be 17 years and maximum age 24 years as on or before 1st July.
6. **Admission Procedure** The selection of candidates shall be based on merit of entrance examination and personal interview following norms of the concerned regulatory body.
7. **Examination** Examinations will be conducted as per INC norms in theory and clinical (semester wise) For matters not covered in this statutes and ordinance, General rules and regulation shall be applicable. In other cases, the Board of Management shall be the competent authority to decide.
8. **Eligibility for Degree** A student shall be declared to be eligible for award of the B.Sc Nursing degree if he/she has:
 - (i) registered and successfully completed all the core courses and projects;
 - (ii) successfully passed all the semester examinations scoring a minimum of 50% marks in all the theory and practical examinations separately except in English where a minimum 35% marks shall be required in the examination within the stipulated time;
 - (iii) no dues to the University, Hostels, Libraries, NCC / NSS / NSO etc. and
 - (iv) no disciplinary action is pending against him / her.
 - (v) fulfills the required attendance in theory and Clinical areas.
9. **Attendance** A candidate must have at least 75% attendance in theory and 100% in Clinical.
10. **General Instructions and Provisions** For matters not covered in this specific ordinance general rules and regulation of ITM University regarding specific courses are applicable. In other matters, Board of Management of ITM University shall be competent to take any decision.

Ordinance 19

Doctor of Philosophy (Ph.D.) (Ordinance as per UGC Regulation 2009)

1.0 Candidate for the degree of Doctor of Philosophy must, at the time of application, hold Master's degree with at least stipulated percentages as below or an equivalent grade of the University, a deemed University or any other University incorporated by any law for the time being in force and recognized by the University:

Engineering – First Class at UG and/or PG level

Science – 55 Per cent at PG level

Management – 60 Per cent at PG level

Computer Applications – 60 Per cent at PG level

Humanities - 55 Per cent at PG level

2.0 A candidate must apply for registration for Ph.D degree of his subject on a prescribed form obtainable on payment of prescribed fee, stating.

- (i) His/Her qualification and experience;
- (ii) Proposed subject/discipline along with the relevant faculty in which he/she proposes to work;
- (iii) Proposed title of the Ph.D. thesis.
- (iv) Name of the supervisor (along with the name of Co-Supervisors, if any) (Strictly from the University list of approved Supervisors & Co-supervisors) under whom he/she wishes to work and the place/places at which he/she wishes to carry on investigations together with the consent of the Supervisor and Co-supervisors.
- (v) Certificate of qualifying the UGC/CSIR/DST/National or State Level Fellowship/NET / GATE / GPAT/SLET, if any
- (vi) Letter granting teacher fellowship, if any.
- (vii) Address, Contact number, mobile number, email id and other contact details.

3.0 Eligibility

A candidate shall ordinarily be permitted to work for Ph.D. Degree in the subject in which he/she has obtained his Master's or Bachelor degree in Engineering / Technology / Applied Sciences. Provided that research work leading to Ph.D. degree may be allowed in allied subjects of interdisciplinary nature of the same faculty or of allied faculties. Provided further that whether a subject is allied or not to the subject in which the candidate has done Master's or Bachelor degree in Engineering / Technology / Applied Sciences, shall be decided by the Academic Council.

4.0 Duration restrictions

The candidate shall pursue his research at the approved place of research under the supervisor/co-supervisor on the approved subject. The candidate shall be permitted to submit his/her thesis not earlier than 24 months and not later than four calendar years from the date of registration. In case a candidate does not submit his/her thesis within four calendar years, from the date of registration and does not apply for extension in time, his/her registration shall stand automatically cancelled.

Provided that the period for submission of the thesis can be extended by one year by the kulpatti, if he/she applies for extension atleast one month before the expiry of registration period together with a fee. In case the candidate does not submit his/her thesis within extended period, his/her registration shall stand automatically cancelled.

5.0 Availability of seats.

The number of seats available for admission to Ph.D. programme shall be decided and notified by the University on its website and/or by advertisement, which shall be decided on the following basis:

- (i) A supervisor shall not have at any point of time, more than 08 Ph.D. Scholars as supervisor and 06 Ph.D. Scholars as co-supervisor in case of a Professor and 06 Ph.D. Scholars as supervisor and 05 Ph.D. Scholars as co supervisor in case of others, in any universities in India and abroad. For that supervisor have to submit undertaking regarding total number of candidates he is supervising.
- (ii) The seats available with the supervisor should be manageable for him/her and also manageable for the concerned research centre.

6.0 Admission Procedure

(1) The admissions shall be made by the University, through an entrance test by the Admission Board following the norms prescribed by the UGC New Delhi.

The functions of the Admission Board shall be as follows:

- i. To prepare panel of names of paper setters in various subjects and submit them to the University.
- ii. To arrange for entrance test.
- iii. To arrange for interview.
- iv. To announce the names of candidates admitted along with the subject, place of research work, name of supervisor and title of the thesis.
- v. To resolve problems, if any.

2(A) Candidates who have qualified the UGC/CSIR/DST/National/State level

Fellowship/GATE/GPAT/SLET/NET/M.Phil. shall be admitted directly without the entrance test.

(B) Candidates who have been awarded teachers fellowship by statutory bodies for doing Ph.D degree shall also be admitted directly without the entrance test.

C. All other candidates will be selected through entrance test.

Procedure for conduct of Entrance Test

Structure of the Test

All those who are not exempted from the entrance test will be required to take the entrance test. The format of the entrance test will be similar to that of National Eligibility Test of UGC. The entrance test for enrolling into Ph.D programme shall be conducted by the University. The date and place of which shall be announced through a notification.

The contents of the test will be as follows:

- i. General analytical skill/mental ability, including reasoning.
- ii. Wherever applicable, English communication skill (up to 12th standard level).

iii. Foundation of the relevant subjects in multiple choice questions (MCQ) and descriptive type questions on the relevant subject up to PG level.

The first part of the test will consist of objective type of questions covering:

i. General analytical skill/mental ability, including reasoning.

ii. English communication skill (up to 12th standard level) *as applicable*

This part will have 60 questions and will be for duration of 45 minutes. The second part of the test will consist of objective type of questions in the relevant subject for duration of 30 minutes and will have 40 questions. There shall be negative marking of 0.25 marks for each wrong answer. The third part will be descriptive type of questions on the subject, which will be of one hour duration. This part will be evaluated only if the candidate secures more than 50% marks in the aggregate in the first two parts and individually 40% marks in each part. Those who secured more than these desired level have to obtain more than 50% marks in the third part. If enough number of candidates do not qualify in the entrance test, the University may, if deemed fit, relax these conditions on a year-to-year basis. The Academic Council may modify the scheme of the entrance examination from time to time.

7.0 Interview and Allotment

(1) Each student shall have to appear in an interview. The interview board shall consist of the following members:

(i) Vice Chancellor or his Nominee as Chairman

(ii) Dean of School.

(iii) One of the Chairman of relevant (BOS) to be nominated by the Kulpatti.

(iv) Head of University Teaching Departments/ Professor / Associate Professors, nominated by the Kulpatti.

(v) One of the recognized supervisors in the University Teaching Department in the subject to be nominated by the Kulpatti.

(vi) One subject expert to be nominated by the Kulpatti.

One third of the total members shall complete the quorum. However, presence of the subject expert shall be essential. If the Dean of School is not available, the Kulpatti may then appoint a Senior Professor of any University Teaching Department as chairman.

Note : No T.A. and D.A. shall be payable to candidate for attending the interview.

(2) The interview shall be conducted in the University Teaching Department. For subject, in which there is no University Teaching Department, the interview shall be conducted at a place in the University premises, fixed by the University for this purpose.

(3) The candidates shall be called for interview in the following order:

(i) Candidates who have qualified UGC/CSIR/DST/National or State level fellowship examination/ GATE/GPAT/NET/SLET.

(ii) Candidates who have been granted teacher fellowship by a statutory body.

(iii) Candidates according to merit list of the entrance examination.

(4) At the time of interview, the candidates are expected to discuss their research interest/ area, choice of supervisors and co-supervisors (if any), and the proposed title of the thesis.

For the candidates belonging to category as mentioned in para 7 (3) (i & ii), 100% weightage shall be on the interview. For the candidates mentioned in para 7 (3) (iii), the weightage of the interview marks shall be 20 percent whereas 60 percent weightage shall be given to the written

entrance exam conducted as per para 6.0 and remaining 20 percent weightage shall be given to aggregate of qualifying PG examination.

(5) The allotment board then shall finalize the list of the names of the candidates admitted to the Ph.D. in the concerned subject.

(a) The candidates in category (i) of sub-para 7 (3) above shall be admitted first, secondly the candidates in category (ii) shall be admitted and subsequently candidate in the category (iii) shall be admitted in that order. In these categories, if there are more than one candidate having equal marks, then merit shall be decided according to the percentage of marks at the qualifying PG examination.

(b) As far as possible, the allotment board shall allot the preferred place of research work and the preferred supervisor and co-supervisor, if any, and shall also approve the proposed title of the thesis (however, the candidate may change title of his/her thesis, after prior approval by Research Degree Committee (RDC)). The candidate may, however, be allowed to take another chance for allotment in next admission process if he does not want to change the preferences in the first instant.

(6) The admission process must be completed by the last date for admission decided by the University for the Doctoral Courses.

(7) A merit list shall be prepared on the basis of entrance test and interviews as mentioned in para 7 (4) and shall be declared as the result of the entrance examination by the Registrar.

8.0 Fees

(a) Registration fee for Ph.D. programme is to be paid to the University at the prevalent rates as announced by the University from time to time.

The total programme fee must be paid before submission of Ph.D. thesis.

9.0 Course work

A. (i) After having been admitted, each Ph.D. student shall be required to undertake course work. The duration of the course shall be one semester for all Candidates. The course work shall be treated as pre Ph.D. preparation. Ph.D. programme will operate on semester basis. During the first semester, a candidate will have to clear course work which will compose of three papers viz., Research Methodology, Quantitative Techniques and a paper from Relevant Research Area.

ii. In second semester, the candidate has to do subject specific course work with the consent of his/her allotted supervisor/co-supervisor. A review or survey of the published research in the relevant field shall be submitted to the supervisor/co-supervisor for which supervisor/co-supervisor shall evaluate the review report. A Research Degree Committee meeting will be organized during the second semester where a candidate will be required to defend his/her synopsis. During subsequent period the candidate will be expected to work on his/her approved synopsis.

Students shall attend their respective departments and/or laboratories according to the pre-arranged time-table and the records of their attendance shall be maintained by the concerned Guide/s.

After the successful completion of the course, a certificate regarding course completion shall be given to the student.

(B) Evaluation

The course work shall carry 10 credits (one credit equal to 15 hours). The concerned department/school/institution shall decide the details of the course work, teaching schedule and evaluation.

- ii. The details of the specific subject shall be decided by the department/school.
- iii. The procedure for admission shall be laid down from time to time by the Academic Council.
- iv. University examination shall be held at the end of the semester. The scheme of examination shall be notified by the University.
- v. The review or survey presented by the candidate in typed form shall be examined by the supervisor. He shall declare whether it is satisfactory or not.
- vi. A candidate shall be declared to have successfully completed the course, if he/she has successfully passed semester examinations with minimum 65% or in equivalent grade as mentioned above. Minimum 6 credits to be earned during the course work for successful completion.

10.0 Research Centre

A candidate may pursue his research work for Ph.D. degree in the University Teaching Departments in the subject concerned,

Or

At a Research centre i.e. an organization of National or international repute(NIIT/IIT/Other academic institutions of national importance/Research Organisations of Government/reputed corporate establishment with established R&D Laboratories etc), recognized as a research centre by the Academic Council:

- a. Permission for the research centre other than the University may be for maximum of two years or less if so recommended by the inspection committee. If the organization is interested to continue the research centre, it will have to reapply for fresh permission in the prescribed format, along with previous progress report, at least one month before the expiry of registration period together with a fee as prescribed by the University.
- b. The candidate may also be allowed by RDC to pursue research work at a research institute recognized for this purpose by the University.
- c. Candidates may also be allowed by RDC to pursue research work at a Industry of international repute, actively involved in research and development activities in the subject and having sufficient R&D infrastructure for conducting research, which must be Government of India approved R&D centre and shall be recognized for this purpose by the BOM of the University.
- d. A candidate permitted to work in such Industry stated in pre para, recognized by the University, shall be required to take at least one supervisor or co-supervisor from that industry, such supervisor or co-supervisor should be Scientist/Director of the R&D center not below the rank of the Associate Professor of the University.
- e. Candidate may also be permitted to work by RDC in research establishment of repute like CSIR Labs / DRDO Labs or Labs of repute established by Central Government and recognized by the University as research centre.
- f. A candidate permitted to work in such Research Establishment, stated in pre para, recognized by the University as a research center , he/she shall also be required to take at least one supervisor or co-supervisor from that Establishment. Such Supervisor or Co-supervisor should be scientist/ Director of the R&D centre not below the rank of Associate Professor of the University.

11.0 Supervisor/Co-supervisor

(a) The person recommended as supervisor/co-supervisor to guide the research scholar must be:

(i) A Professor in a University Teaching Department of the University who has obtained a doctorate degree in the subject and has published at least seven research papers on the concerned subject in peer reviewed standard journals of repute.

OR

(ii) An Associate Professor or Reader in a University Teaching Department of the University who has obtained a doctorate degree in the subject and has published at least seven research papers on the concerned subject in peer reviewed standard journals of repute.

OR

(iii) An Assistant Professor or lecturer of a University Teaching Department who has obtained a doctorate degree in the subject and has published at least seven research papers on the concerned subject in peer reviewed standard journals of repute and has at least five years teaching experience after Ph.D.

OR

A Director/scientist/professor/or an equivalent cadre in an organization of National/International repute not below the rank of an Associate professor of the University, working as regular employee and who has published at least seven papers in peer reviewed standard journals of repute.

(b) A recognized supervisor who fails to publish at least two research papers on the concerned subject in peer reviewed standard journals of repute over duration of last two years shall not be eligible to enroll any new candidate under his supervision.

(i) Provided that the persons who have been recognized as supervisor/co-supervisor shall be eligible to supervise and register under him/her even after their superannuation.

(ii) Provided also that the teacher in any college, which is now a constituent unit of this University and who has been recognized as supervisor/co-supervisor earlier by the concerned University, shall continue to be recognized as supervisor/co-supervisor if they comply the requirement laid down for recognition as supervisor/co-supervisor.

(iii) Provided further that a person who is himself registered for Ph.D. degree of the University shall not be eligible to act as supervisor/co-supervisor or member of any committee mentioned in this Ordinance.

(iv) A person, who wants to get himself/herself recognized as a supervisor/co supervisor, shall apply in the prescribed Performa, duly forwarded by Head/Principal/Director of his institution. The case will be put up before the RDC which will decide about the recognition.

12.0 RDC

(1) After successful completion of Pre PhD. course work mentioned above, the candidate shall be eligible to submit a synopsis (as per Appendix 1.) of his proposed research work along with the title of thesis (finally decided by the candidate) duly forwarded by the supervisor and Head of the institution where the candidate is pursuing his/her research. The synopsis has to be submitted in ten copies, with signatures of candidate, supervisor, co supervisor and Head of the institution on each of the copy on each of the page.

(2) The candidate shall be required to make an oral presentation of the proposed work before the

Research Degree Committec (RDC) consisting of the following members:

- (i) Kulpati or his nominee – Chairman.
- (ii) Dean of the School concerned.
- (iii) Chairman BoS of the subject in the School.
- (iv) Head or One Professor of University Teaching Department or in the case of non-availability of Professor, one Associate Professor of the University Teaching Department of the subject.
- (v) One external subject expert of the rank of University Professor to be appointed by the Kulpati, ordinarily out of a panel of 5 experts given by the Dean of the School concerned. External expert and two other members shall form the quorum.

Note :(a) On the request of the supervisor, Kulpati may permit him to be present as an observer during the oral presentation of his candidate.

(b) No. T.A. and D.A. shall be payable to candidate and supervisor for attending the Research Degree Committee meeting.

(3) The meeting of Research Degree Committec (RDC) shall be held in the University office twice a year. The committec shall consider the application of the persons, who want to get recognized as supervisor/co-supervisor, submitted under section 11 of this Ordinance, and recommend the eligibility of the person for the appointment as supervisor/co-supervisor. The Committee shall also prepare a list of approved supervisors/co-supervisors, along with their specializations as per provisions of this Ordinance. This list shall be available with the Registrar.

(4) After approval by the RDC of the title of the thesis, synopsis, supervisor, co-supervisor/s (if any), and place of research work, the candidate shall be registered for Ph.D./degree form the date on which the candidate had deposited the registration fee and other fees mentioned in para 8 of this Ordinance, at the time of admission, and this date will be the “date of registration” of the candidate. The letter of registration shall be issued by the Registrar, and sent to all those concerned. The candidate shall be enrolled as a student from the date of registration and will be required to pay regular tuition, library and laboratory fees (six monthly) where laboratory work is involved during his research tenure in the UTD/college/institute from which the application form was forwarded.

(5) If the RDC makes any change only in the title of the thesis, the approved changed title shall be communicated to the candidate in the meeting of the RDC itself. The letter of registration shall be issued mentioning the approved title.

(6) If the RDC suggests any change in the synopsis, then the change required shall be communicated to the candidate by the Registrar. The candidate will be required to resubmit the synopsis (in Ten copies) as revised by him/her, incorporating the changes suggested by the RDC within 3 months time. The Dean of the School shall examine the revised synopsis and if he is satisfied that the changes suggested by the RDC have been incorporated in the revised synopsis, he will approve the same. The letter of registration shall then be issued by the Registrar.

(7) If the RDC decides that major revision is required in the synopsis and/ or the oral presentation was also found to be unsatisfactory, then the candidate may be asked to revise the synopsis and/ or improve upon the oral presentation and reappear at the next meeting of the RDC.

(8) If the RDC does not recommend a candidate for registration to Ph.D. degrec, the candidate shall be communicated the same by the Registrar. In such case, only the caution money deposited by the candidate shall be refunded.

13.0 Period for submission of thesis

(a) The candidate shall pursue his research at the approved place of research under the supervisor/co-supervisor on the approved subject. The candidate shall be permitted to submit his/her thesis not earlier than 24 months after successfully completion of course work at the research centre and not later than five calendar years from the date of registration. In case a candidate does not submit his/her thesis within five calendar years, from the date of registration and does not apply for extension in time, his/her registration shall stand automatically cancelled. Provided that the period for submission of thesis can be extended by one year by the Kulpatti, if the candidate applies for extension at least one month before the expiry of registration period together with a fee as prescribed by the University. In case the candidate does not submit his/her thesis within the extended period, his/her registration shall stand automatically cancelled. Provided also that after the expiry of five years from the date of registration, the Kulpatti may permit a candidate to get re-registration on the same topic on payment of a re-registration fee as prescribed by the University. The condition of minimum period of 24 months and attendance shall not apply to such reregistered candidate for submission of the thesis. For re-registration, approval by RDC is not required. The candidate must submit the thesis within four years from the date on which the original registration expired. No extension in this period is allowed. The registration will stand automatically cancelled after nine years from the date of original registration. After this period if a candidate desires to pursue research work for Ph.D. degree he will have to apply for registration as a fresh candidate.

(b) A teacher candidate with 5 years teaching experience at the time of registration can submit his/her thesis after 18 months instead of 24 months after successful completion of course work as provided in Section 13(a) of this Ordinance.

(c) The candidate shall put in at least 240 days attendance after successfully completion of course work in the institution concerned or with the supervisor/ co supervisor. The relevant declaration by the candidate (Appendix 2) and the certificate of the supervisor (Appendix 3) must be given in the beginning of the thesis. If a candidate is in service, having his/her research centre at a place other than his/her place of service, then such candidate shall be required to submit a certificate of leaves availed from his/her employer, to justify his/her 240 days attendance in the research centre with the supervisor/co supervisor.

14.0 Change of supervisor

Only under special circumstances, the candidate may be allowed to change the supervisor by the Kulpatti on the recommendation of the committee, constituted by the Kulpatti for this purpose. No change in the topic of research will be permitted due to change of supervisor.

15. Six monthly report

The University shall obtain every six months a record of attendance, receipt of fees paid and progress report of the work of the Research Scholar from his supervisor as per Appendix 4 which shall be scrutinized by the Dean of the School. If the progress of work is not found satisfactory in two successive reports or no reports are received for a period of one year or

candidate fails to deposit fees, the Kulpati on the recommendation of the Dean of the faculty may order the removal of the name of the scholar from the list of those registered for the Ph.D. degree.

16. Summary of thesis and appointment of examiners

- a) The candidate shall submit ten copies of the summary of the thesis together with a list of research papers published or accepted for publication (in the peer reviewed standard journals of repute, as approved by the University from time to time) through his/her supervisor to the Registrar about three months prior to the anticipated date of submission of thesis.
- b) The supervisor shall submit to the Registrar, in a sealed cover a panel of at least six names of examiners actively engaged in the concerned area of research not below the rank of Associate Professor of a University Teaching Department or college Professor, from outside the jurisdiction of this University. At least half of the names should be from outside the state. Names can also be included from outside the country. Another panel of at least six examiners, actively engaged in the concerned area of research and not below the rank of Associate Professor of a University Teaching Department or college Professor, from outside the jurisdiction of this University, shall be submitted by the Dean of School in which the candidate is pursuing Ph.D.
- c) In case the candidate is related¹ to the supervisor, then the first panel of examiners shall be obtained from Head, University Teaching Department of the Subject concerned, or a senior professor nominated by Kulpati,
- d) The Kulpati shall appoint two examiners out of the two aforesaid panels, submitted by the supervisor and Examination Committee, respectively. The consent of examiners shall be obtained by sending them the summary and list of publications.

Note: The summary of thesis shall be sent by post / air mail / email.

18. Pre Submission Defense Committee (PSDC)

- (1) Prior to submission of the thesis, the candidate shall prepare a draft thesis and shall submit it in SOFT and HARD copy in the prescribed format of the university.
- (2) However prior to the submission of draft Ph.D. thesis and PSDC, the candidate shall publish at least two research papers in the peer reviewed standard journal of repute, as approved by the University from time to time, in which the candidate is the sole author or if there are coauthors, then his/her name should be as first author. The reprint of such a paper along with reprints of other research papers published by him, if any, shall be appended inside the thesis at the end. If reprint has not been obtained till the time of submission of thesis, the acceptance letter along with the approved manuscript (i.e., preprint) shall be appended inside the thesis at the end.
- (3) The candidate shall make a Pre-Submission Defense, based on that draft thesis, in the University Teaching Department in the subject or any place in the University premise fixed by the University for the purpose. Arrangement for this shall be made on a request from the candidate, duly recommended by the supervisor, to the University in the proforma given in Appendix 5.

¹ The term relations shall include father, mother, wife, husband, daughter, son, grandson, granddaughter, brother, sister, nephew, niece, grand nephew/niece, uncle, aunty, son in law, sister in law, father in law, mother in law and the first cousin.

(4) The candidate shall be required to make an oral presentation of the proposed work before the Pre Submission Defense Committee (PSDC) consisting of the following members:

- I. Kulpati or his nominee – Chairman.
- II. Dean of the School.
- III. Chairman BOS of the subject in the School.

IV. Head or One Professor or in the case of non-availability of Professor, one Associate Professor of the University Teaching Department. Presence of three members shall form the quorum.

Note: (a) On the request of the supervisor, Kulpati may permit him to be present as an observer during the oral presentation of his candidate.

(b) No. T.A. and D.A. shall be payable to candidate and supervisor for attending the Pre Submission Defense Committee (PSDC) meeting.

(5) The presentation shall be open to all the faculty members and research students and its aim will be to get feedback and comments. If the PSDC suggests any change in the work, then the change required shall be communicated to the candidate by the Registrar, which will have be suitably incorporated into the draft thesis under the advice of the supervisor. The candidate will be required to resubmit the draft thesis as revised by him incorporating the changes suggested by the PSDC within 3 months time. The Dean of the School shall examine the revised draft thesis and if he is satisfied that the changes suggested by the PSDC have been incorporated in the revised draft thesis, he will approve the same and the thesis can be submitted. The letter of approval accordingly shall then be issued by the Registrar.

(6) If the PSDC decides that major revision is required in the draft thesis and/or the oral presentation was also found to be unsatisfactory then the candidate may be asked to revise the draft thesis and/or improve upon the oral presentation and reappear at the next meeting of the PSDC.

(7) The candidate shall only be permitted three times (including one mercy attempt to be awarded by the Kulpati) to present his case before PSDC on the basis of his request, duly recommended by the supervisor, to the University in the proforma given in Appendix 05. However, if, the candidate fails to get a recommendation for submission from PSDC, as mentioned above, his registration for PhD shall be cancelled.

17.0 Submission of thesis

(1) After getting an approval from PSDC as mentioned in para 17, the candidate can finalize his/her thesis.

(2) The finalized thesis shall be typed set on a computer using standard software like MSWord or LATEX. It shall then be typewritten only on one side of pages. It may then be photocopied (only on one side of the pages) for producing multiple copies.

(2) The candidate shall submit the thesis to the University as follows:

- (i) Three hard bound copies of the thesis, and
- (ii) Soft copy in the form of CD (in two copies).

(3) In the thesis after the cover page, the forwarding letter/declaration/certificate mentioned in (a), (b) and (c) below must be given.

(a) The thesis should be forwarded by the Head of the UTD where the candidate was registered. (Appendix 6)

(b) The thesis must be accompanied by a declaration from the candidate as per (Appendix 2) that the thesis embodies his/her own work and he/she has worked under the supervisor at the approved place of work for the required period as per provisions of the Ordinance.

(c) The certificate from the Supervisor together with co-supervisors, if any, as per Appendix 3.

Note: (i) The candidate shall also remit with the thesis, prescribed fee as the examination fee as prescribed by the University.

(ii) The no dues certificates from the place of work and the University library must be submitted along with the thesis.

18.0 Evaluation of thesis and viva-voce examination

(i). On receipt of the thesis, required fee and no dues certificates, the thesis shall be sent to the two examiners already consented.

(ii). The thesis to be accepted for the award of the Ph.D. degree must comply with the following conditions:

(a) It must be a piece of research work characterized either by the discovery of the new facts or by a fresh approach towards the interpretation of facts. In either case, it should evince the candidate's capacity for critical examination and sound judgment.

(b) It must be satisfactory in point of language and presentation of the subject matter.

19.0 The examiners shall categorically recommend in the prescribed Proforma (Appendix 07) acceptance, revision or rejection of the thesis. He shall also give detailed comments on the points spelt out in clause 20 of the Ordinance and also detailed comments on each chapter in the examiner's report, which should be typed on separate pages, in four copies. The examiner must also give a list of at least ten questions; he wishes to be asked at the vivavoce examination.

20.0 (a) The examiners may seek clarification of the subject matter of the thesis from the supervisor through the Registrar. This provision will be incorporated in the letter to be sent to the examiners while sending the thesis.

(b) The Kulpati may recall the thesis from an examiner, who fails to send the reports within three months of the date of dispatch of the thesis or such other date as may be extended by the Kulpati, and appoint another examiner from the panels of examiners.

21. (a) In case both the examiners reject the thesis or one of them rejects the thesis and the other recommends a revision, the thesis shall be rejected.

(b) If both the examiners recommend for the revision of the thesis, the candidate shall be called upon to revise the thesis in the light of the observations of the examiners.

(c) If one examiner approves the thesis and the other rejects it or recommends for revision the thesis shall be sent to the third examiner, drawn from the panel of examiners as constituted at para 15.(b)) by the Kulpati, without the reports of earlier examiners, the third examiner shall be asked to give his/her opinion and this opinion shall be final.

(d) In case both the original examiners accept the thesis for the award of the Ph. D. degree or in the event of it being referred to the third examiner, and the third examiner accepts the thesis for the award of the Ph. D. degree, the candidate shall be called upon to appear at the viva-voce examination before a board of examiners comprising of the Supervisor, co supervisor (if any) and one of two examiners (as per para 16(b)), selected by the Kulpati, who have accepted the thesis for the award of the Ph. D. degree. In case the candidate is related* to the supervisor, then the Kulpati shall appoint Head of the University teaching Department/School of

Studies/Institution/Chairman Board of studies of the subject concerned to act as viva-voce examiner, in place of the Supervisor.

(e) The Supervisor/Head University Teaching Department/Chairman Board of Studies of the subject concerned, as the case may be, shall be communicated the name of the external examiner appointed by the Kulpati to conduct the viva-voce examination. The same shall then contact the external examiner and fix up a date for viva-voce. The date fixed for the viva-voce shall be informed to the candidate and the Registrar. Provided that in special circumstances Kulpati may appoint alternate viva-voce examiner from the panel of examiners, if both the external examiners are not in a position to conduct the viva voce examination.

(f) The viva-voce examination shall be conducted at the University Teaching Department or at any place fixed by the University for the purpose. The date and time and place of open viva-voce examination shall be notified by the registrar on the University Notice board at least a week in advance. At the time of viva-voce examination, the board of examiners shall be provided the reports of the examiners, which shall be returned along with the report of viva-voce examination to the Registrar in confidential cover.

(g) The candidate shall present the work embodied in the thesis before the board of examiners, members of faculty, research scholars and other interested persons present in open viva. After the presentation of the research work the Board shall ask question together with those questions, which have been given along with examiners reports. Others in the audience can also ask questions and the candidate shall reply only those questions which are permitted by the external examiner.

(h) In case the recommendations of the viva-voce examiners differ from that of the thesis examiner or there is difference of opinion between the viva-voce examiners, the candidate shall reappear at a second viva-voce examination within six months. Such candidates would be required to pay an additional fee as prescribed by the University for Second viva-voce Examination. The external examiner for second viva-voce examination shall be appointed by the Kulpati as above. If the candidate fails to satisfy the viva-voce examiners a second time, his/her thesis shall be finally rejected.

22.0 If the examiners recommend that the candidate be asked to revise/improve his thesis, the Kulpati shall permit the candidate to resubmit his thesis not earlier than six months and not later than eighteen months, the period being counted from the date of the issue of orders to the candidate.

The candidate shall be provided examiners reports without disclosing the names of the examiners to enable him/her to improve the thesis on the basis of the reports. All the copies of the thesis shall also be returned to the candidate.

In case the candidate is allowed to resubmit the thesis he/she will have to pay the prescribed fee afresh at the time of resubmission but it shall not be necessary for him to reproduce any certificate of further attendance at the institution at which he/she has carried out the work.

The resubmitted three copies of the thesis must make clear mention that it is a revised version. The thesis shall be got examined as far as possible by the examiners who finally recommended for the revision.

In case a candidate is asked to revise the thesis under clause 23(b) and one of the examiners recommends again for revision of the revised thesis and the other accepts the revised thesis for award then the thesis shall be sent to the third examiner. If the third examiner rejects or

recommends for revision the thesis shall stand rejected. If he accepts the thesis for the award then the candidate shall be awarded the Ph.D. degree on successful viva voce examination as per provision of clause 23 of the Ordinance.

In case a candidate is asked to further revised the thesis by the third examiner, as per provisions laid down under para 23 (c), above thesis shall stand rejected. Second time revision is not permitted in any case and if so, the thesis shall automatically stand rejected.

Note – Whether a candidate has incorporated the minor revision/s suggested by the examiner/s shall be evaluated by the Dean of the School. Only after his satisfactory report, the viva-voce of the candidate shall be fixed.

23.0 Appearing in other examination

No research scholar shall join any other course of study or appear at any other examination conducted by any University leading to a degree (except Certificate/Diploma course of languages, research methodology, statistics, and computer courses).

24.0 Publication of thesis

The thesis shall be published only with the permission of the University and such publication shall state on the title page itself that this was thesis approved for award of the Ph.D. degree of the University.

25.0 Award of Ph.D.

After the successful viva-voce, the Vice Chancellor shall have powers to issue Notifications for the award of Ph.D degree to the candidate and the matter shall be reported to the Board of Management for their approval in its forthcoming meeting. One copy of the thesis will be kept in the University Library and another copy will be kept in the Departmental Library of the Institution where the research work was carried out; the third will be returned to the supervisor.

26.0 Reports of examiners

After the declaration of the result the successful candidates may be provided the copies of reports of examiners who recommended for the award of the degree on payment of fee prescribed by the University. The reports will not disclose the identity of the examiners.

27.0 Withdrawal of degree

On detection of any irregularity or any plagiarism the University shall take suitable steps to withdraw the degree. Those candidates who have applied for registration but have not been registered before this Ordinance comes into force, shall be governed by the provision of this ordinance i.e. they will have to fulfill all the requirements, as laid down in this ordinance.

Appendix – 1 PROFORMA FOR SYNOPSIS

1. Title of the thesis
2. Introduction : Giving purpose of research (in about 200 words)
3. A brief review of the work already done in the field.
4. Noteworthy contributions in the field of proposed work.
5. Proposed methodology during the tenure of the research work.
6. Expected outcome of the proposed work
7. References in standard format.
8. List of published papers of the candidate.

Signature of the Supervisor

Date :

Signature of Cosupervisor (if any)

Date :

Appendix – 2
DECLARATION BY THE CANDIDATE

I declare that the thesis entitled
.....

Is my own work conducted under the supervision of Dr.
(Supervisor/Co-supervisor) at
(Centre)

Approved by Research Degree Committee. I have put in more than 240 days of attendance with supervisor at the centre.

I further declare that to the best of my knowledge, the thesis does not contain any part of any work which has been submitted for the award of any degree either in this University or in any other University without proper citation.

Signature of the candidate Date : Place :

Appendix – 3
CERTIFICATE OF THE SUPERVISOR { } CERTIFICATE

This is to certify that the work entitled Is a piece of research work done by Shri/Smt./Ku. Under my/our Guidance and supervision for the degree of Doctor of Philosophy of University (M.P.) India. I certify that the candidate has put in an attendance of more than 240 days with me.

To the best of my knowledge and belief the thesis:

- i. Embodies the work of the candidate himself/herself.
- ii. Has duly been completed

iii. Fulfils the requirement of the ordinance relating to the Ph.D degree of the University; and

Signature of the Co-supervisor Signature of the Supervisor Date : Date :

Appendix – 4 CONFIDENTIAL PROGRESS REPORT

Six monthly progress report of the research work done for the period from To of the research scholar.

1 Name of the research scholar

2 Subject

3 Topic registered for Ph.D. Dcgree

4 Name of the Supervisor.

5 Name of co-supervisor(if any)

Description of the guidance on the topic Period with dates the Candidates has been with the guide for research work (It may also indicate the date of leave availed by the candidate during the above period.) Remarks of the supervisor on the work done by the candidate on topic.
Fees paid vide receipt No. Date

Date :

Place :

.....
(Signature of Head of institution
where the candidate was registered for Ph.D.
degree)

Signature of the Supervisor

Date :

Place :

Address :

.....

Date

Appendix – 5
REQUEST FOR PREPH.D. PRESENTATION BASED ON DRAFT THESIS

The Registrar,
 ITM University, Gwalior

Subject : Request for making Pre-Ph.D. Prcsentation based on draft thesis.
 Reference : Ph.D. registration letter No. Detail

Sir,

With reference to above, the details of my Ph.D. thesis are given bellow:

1 Name of the candidate

2 Name of supervisor and Co-supervisors

3 Subject

4 Place of work

5 Title of thesis

My draft thesis is complete and I want to make Pre Ph.D. presentation. Kindly arrange for the same.

Date:

(Signature of the candidate)

Place:

Name and Address

(Signature of the Supervisor)

Name and Address :

Appendix – 6 FORWARDING LETTER OF HEAD OF INSTITUTION

The Ph.D. thesis entitled

Submitted by Shri/Smt./Ku.
 Is forwarded to the University in three copies. The candidate has paid the necessary fees and there are no dues outstanding against him/her.

Name Seal.....

Date :

Place :

.....
 (Signature of Head of institution
 where the candidate was registered for Ph.D.
 degree)

Signature of the Supervisor

Date :

Place :

Address :

.....

Date.

Appendix – 7
EXAMINERS REPORT ON Ph.D. THESIS

Title of thesis

Name of candidate Shri/Smt./Ku.

Subject : Faculty

#

1. The thesis is recommended for the Yes No Award of Ph.D degree

.....
##

2. The thesis be revised on the Lines Detailed below

.....
3. The thesis be rejected (Please write Yes/No, as the case may be)

#

Thesis requiring only minor revision/s should also be covered in this category and suitable remarks detailing minor revision/s required, is/are to be enumerated. ## Thesis requiring only major revision/s should be covered in this category and suitable remarks detailing the major revision/s required is/are to be enumerated

DETAILED REPORT

(The examiner is requested to attach detailed report in four copies, covering also the following points)

(a) It must be a piece of research work characterized either by the discovery of the facts or by a fresh approach towards the interpretation of facts. In either case it should evince the candidate's capacity for critical examination and sound judgment.

(b) It must be satisfactory in point of language and presentation of the subject matter.

Date :

Place :

(Signature of the Examiner)

Full name & Address

.....
.....
.....
.....

Appendix – 8

PROVISIONAL CERTIFICATE REGARDING AWARD OF Ph.D. DEGREE (Para)
ITM UNIVERSITY, GWALIOR

CERTIFICATE

This is to certify that vide notification no Dated of this University, the Board of Management has decided that the degree of Ph.D. in (Subject) be awarded to The title of Ph.D. thesis is
.....
.....
.....

The Ph.D. degree has been awarded in compliance of the "University Grants Commission (minimum standards and procedure for award of M.Phil/Ph.D. degree) Regulation, 2009"

Registrar

Date :

IV.

V.

भाग ४ (ग)

अन्तिम नियम

उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

प्रथम परिनियम

Bhopal, the 1st February 2012

No.-R-587-cc-2011-XXXVIII.—In exercise of the powers conferred by sub-section (1) of Section 26 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007, the State Government hereby makes, the first Statute of the ITM University, Campus N. H.-75, Jhansi Road Gwalior, (M.P.) is here by published in the ordinary gazette as per the provision of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007 under section 35. The first Statute of the University shall come in to force from the date of notification.

By order and in the name of the Governor of Madhya Pradesh,
C. B. PADWAR, Dy. Secy.

STATUTE NUMBER 01

SHORT TITLE, SCOPE AND COMMENCEMENT

- (1) The "Statutes" means the Statutes of ITM University, Gwalior Madhya Pradesh.
- (2) These Statutes shall come into force with effect from the date of their publication in the official Gazette.
- (3) The Statutes are in conjunction with the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007. If there be any difference in the provisions of the Act or the Rules and the Statutes, the provisions of the Act or the Rules shall prevail.
- (4) Amendment to the Statutes shall be made as per provisions of the Section 27 of the Act as amended.

STATUTE NUMBER 02

DEFINITIONS

In these Statutes unless the context otherwise requires;

- (1) "Act" means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007".
- (2) All words and expressions used herein and defined in the Act and the Rules shall have the meaning respectively assigned to them in the Act and the Rules.
- (3) "Academic Year" means a period of nearly twelve months spread over two semesters/three trimesters, devoted to completion of requirements specified in the scheme and curriculum of the concerned course(s) and apportioned into "terms" as stipulated in the Ordinance.
- (4) "Board of Study" means the Board of Study of a Department / School of Studies/Institute of the University.
- (5) "Convocation" means the convocation of the University.
- (6) "Course(s)" means prescribed area(s) or course(s) of study or programme(s) and/or any other components(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University.
- (7) "Decided by the University / University may decide / Decision of the University" means as decided by the Vice - Chancellor with the approval of the Chancellor.
- (8) "Employee" means any person working as regular staff & on the payroll of the University.
- (9) "Executive Committee" means Executive Committee of the Sponsoring Body.
- (10) "School" means School of the University listed in Statute No. -15.
- (11) "Regular Education" means and includes delivering instruction, teaching, learning, education, training and related activities directly by the teacher or through the University synchronously to students in the classes supported by teaching, learning and related activities on line from the campus to the regular students of the University.
- (12) "Regulation" means regulation of the University.
- (13) "Rules" means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Rules, 2008".
- (14) "Scheme and Curriculum" means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details (by whatever name it may be called) for the concerned course(s) of the University.

- (15) "Seal" means the common seal of the University.
- (16) "Subject" means the basic unit(s) of instruction; learning; teaching, training, research etc., by whatever name it may be called, as prescribed under the scheme and curriculum.
- (17) The terms "he", "him" and "his" include the feminine gender also.
- (18) The "Regulatory Commission" means the Commission constituted under clause 36 of the Act.
- (19) The "University" means "ITM University, Gwalior" established under The Madhya Pradesh Niji Vishwavidyalaya (Staphana Avam Sanchalan) Adhiniyam, 2007 Act of Madhya Pradesh State no.17, of 2007.

STATUTE NUMBER 03

SEAL OF THE UNIVERSITY

- (1) The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as decided by the University, subject to further change or amendment as deemed necessary for time to time. The University may also decide to make and use such Flag, Anthem, Insignia, Vehicle Flag and other symbolic or graphic expression, abbreviations or likewise, for such purposes as deemed necessary for time to time, and which are not of such nature that are not permitted by the State or the Central Government. The University may opt to register these under relevant rules and laws of the land.

STATUTE NUMBER 04

OBJECTIVES OF THE UNIVERSITY

Apart from the objectives of the University described in section 3 of the Act, the University shall also have the following objectives;

- (1) To collaborate with other Universities, Research Institutions, Industries, Governments and Non-Government Organizations towards fulfillment of objectives of the University.

STATUTE NUMBER 05

APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHANCELLOR

- (1) In accordance with the Act, the Chancellor shall be appointed by the sponsoring body with the approval of the Visitor. The Executive Committee of the sponsoring body shall, by simple majority, finalize the name of the Chancellor. The Secretary/Vice-President/President of the Sponsoring Body shall send the name, along with Biodata of the proposed Chancellor, to the Visitor for approval. After Visitor's approval, Chancellor shall be appointed by the Sponsoring Body.
- (2) The Chancellor shall exercise powers as specified in Section 16 of the Act. Notwithstanding, the Chancellor shall also exercise such powers as laid down in the Statutes of the University.
- (3) The Chancellor shall hold office for a period of five years and shall be eligible for reappointment with the approval of visitor following the procedures laid down above under clause (1) of this statute.

Provided that the chancellor shall notwithstanding the expiring his term, continue to hold his office until either he/she is reappointed or his/her successor enter upon his office.

- (4) In case of an emergency like illness, absence or death of the Chancellor, the Vice Chancellor shall perform his/her duties till the duly approved Chancellor reassumes his/her office or the new Chancellor is appointed. However this period will not exceed six months.
- (5) The Chancellor shall exercise general control over the affairs of the University and ensure that the Act, Rules, Statutes, Ordinances and Regulations are faithfully observed by the University. He can call any information/record and direct any officer of the University to reconsider his/her decision/s.
- (6) The Chancellor shall be entitled to receive honorarium, expenses, allowances and other statutory benefits as may be decided by the Governing Body.
- (7) The Chancellor may by writing under his/her hand addressed to the Visitor, resign his/her office. The Chairman of the Sponsoring Body shall forward his/her resignation to the visitor and after Visitor's approval, shall accept his/her resignation and propose a new name to the visitor as per clause (1) of this Statute.
- (8) In a special meeting called for the purpose, the Executive Committee of the Sponsoring Body may consider a "No Confidence" motion against the Chancellor and if passed by two third majority, can recommend to the Visitor for the removal of the Chancellor.

STATUTE NUMBER 06

APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE VICE CHANCELLOR

- (1) The Vice-Chancellor shall be appointed by the Chancellor by the procedure laid down in Section 17 of the act.
- (2) The Vice Chancellor shall be the whole-time salaried officer of the University.
- (3). Subject to the provisions of section 17 of the Act, the Vice-Chancellor shall, hold office for a term of four years.

Provided that the Vice Chancellor shall continue to hold office even after expiry of his term till a new Vice Chancellor joins. In any case however, this period shall not exceed 6 months.

Provided further that, on the expiry of his term, the Vice Chancellor shall be eligible for reappointment for one more term. The proposal for reappointment of the Vice Chancellor shall be considered by the Governing Body at least three months before the expiry of his term, and if approved by the Governing body, the proposal shall be sent to the Chancellor for his approval. After Chancellor's approval, the Vice Chancellor will be reappointed by the Chancellor for another term.

- (4) Apart from exercising all such powers as described in section 17 of the Act, the Vice Chancellor shall also exercise such other powers as prescribed in the Statutes and Ordinances.
- (5) The emoluments and other conditions of services of the Vice Chancellor at the time of appointment shall be such as decided by the Governing Body and as amended from time to time, in conformity with the guidelines of UGC.
- (6) The Vice Chancellor shall cause the budget to be made by the Board of Management of the University. He may also decide to delegate his powers to other officers of the University with the approval of the Chancellor.

- (7) It shall be the duty of the Vice-Chancellor to ensure that the Act or the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.
- (8) The Vice-Chancellor shall have power to constitute such committees as he/she deems necessary to help him/her in the discharge of the duties entrusted to him/her by or under the adhiniyam/statutes but not contrary to the committee/s appointed by Chancellor.
- (9) To exercise such powers as may be necessary or expedient to carry out the orders of the Chancellor.
- (10) The Vice Chancellor may by writing under his hand addressed to the Chancellor, resign from his office.

STATUTE NUMBER 07

APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE REGISTRAR

- (1) The Registrar shall be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice Chancellor and Chancellor.
- (2) The appointment of the Registrar shall be made by the Governing Body on the recommendation of the expert committee constituted for the purpose. However, the first Registrar shall be appointed by the Sponsoring Body as per clause 18(1) of the Act. The subsequent Registrar, other than the first Registrar, shall be appointed by the Governing Body on the recommendation of the Expert Committee constituted for the purpose. The Expert Committee shall consist of:
 - (I) Vice Chancellor - (Chairman)
 - (II) Nominee of the Chancellor
 - (III) Nominee of the Sponsoring Body
 - (III) Two expert members approved by the Governing Body
 - (IV) One observer nominated by the Chairman of the Regulatory Commission.

(3) Procedure for Selection of Registrar :

The University shall follow the following procedure for the selection of the Registrar:

- (i) The University shall invite applications for the post through the process of an advertisement in important News papers having wider circulation in important News papers/e-newspaper/e-sites and job portals having wider circulation.
- (ii) A summary of the candidates applied for the post shall be prepared by the Committee consisting of three senior staff of the University approved by the Governing Body for the purpose.
- (iii) The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given at least 15 days in advance.
- (iv) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.
- (v) If a suitable candidate is not found in the first advertisement subsequent advertisements shall be issued.

(4) When the Office of the Registrar falls vacant or when the Registrar is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.

(5) If at any time, upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice - chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the Registrar. The Chancellor's decision shall be final in the matter.

Provided that before taking such action of the removal, the Registrar shall be given an opportunity of being heard.

(6) The Registrar shall receive pay and other allowances as decided by the Governing Body from time to time.

(7) The age of retirement of Registrar shall be sixty five years.

(8) Duties of the Registrar shall include :

- (i) To be the custodian of the records, the common seal and such other movable and immovable properties of the University, as the Governing Body shall commit to his charge;
- (ii) To conduct the official correspondence of the Governing Body, Board of Management, Academic Council and of any other committee. The Registrar shall be the Member - Secretary but he/she shall not have a right to vote.
- (iii) To issue notices conveying the dates of meeting of the university authorities to the members and to make necessary arrangements for the conduction of the meeting of which he is to act as Secretary, and also perform other duties assigned by the Governing Body / Board of Management from time to time.
- (iv) The Registrar shall provide the copies of the Agenda of the meeting of the Governing Body, Academic Council, Board of Management, and such other bodies which are formed under the direction of the Vice Chancellor, and shall record the minutes and send the same to the Vice Chancellor and the Chancellor. He shall also make available all such papers, documents and information as the Visitor/Chancellor/Vice Chancellor may desire.
- (v) To keep the minutes of all meetings of the Court, the Executive Council, the Academic Council, the Academic planning and Evaluation Board and any bodies or committees of the University appointed under the Adhiniyam of which he is to act as Secretary.
- (vi) To exercise all such powers as may be necessary or expedient for carrying into effect the orders of the Chancellor and the Vice Chancellor or various authorities or bodies of the University of which he is the Secretary;
- (vii) To discharge such other functions as may be assigned to him from time to time by the Vice Chancellor to whom he shall be responsible for the same.
- (viii) To perform such other duties as may, from time to time, be entrusted to him by the Statutes, Ordinances or Regulations; and
- (ix) To render such assistance as may be desired by the Vice Chancellor in the performance of his official duties.

- (x) Subject to the control of the Vice Chancellor, the Registrar shall have power to appoint the Class III and Class IV staff of the University and likewise shall exercise disciplinary control over them.
- (9) All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- (10) An appeal can be made to the Vice-Chancellor against any order of the Registrar. The Vice-Chancellor will be the final authority to take decision on the appeal.
- (11) The Registrar may be writing under his hand addressed to the Vice-Chancellor, resign from his office.

STATUTE NUMBER 08

APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHIEF FINANCE & ACCOUNTS OFFICER (CFAO)

- (1) The CFAO will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Chancellor/Vice Chancellor.
- (2) The appointment of the CFAO shall be made by the Chancellor on the recommendation of the committee constituted for the purpose.
The committee shall consist of:-
 - (i) Vice Chancellor - Chairman
 - (ii) Nominee of the Chancellor
 - (iii) Nominee of the Sponsoring Body
 - (iv) Two expert member approved by the Governing Body out of which one must be Chartered Accountant or Expert on financial matters.
 - (v) One observer nominated by the Chairman, Regulatory Commission.

(3) Selection of CAFO

The University will follow the following procedure for the selection of the CAFO.

- (i) The University would invite applications for the post through the process of an advertisement in important News papers/e-newspaper/e-sites and job portals having wider circulation.
- (ii) A summary of the candidates applied for the post shall be prepared by the Committee consisting of three senior staff of the University approved by the Governing Body for the purpose.
- (iii) The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given at least 15 days in advance.
- (iv) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.
- (v) If a suitable candidate is not found in the first advertisement subsequent advertisements shall be issued.

- (4) When the Office of the CFAO falls vacant or when the CFAO is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
- (5) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the CFAO is not in the interest of the University, the Vice-Chancellor may request the Chancellor, in writing stating the reasons therein for the removal of the CFAO.
- (6) The Services of the CFAO can be terminated by the Chancellor on the recommendation of the Vice Chancellor by giving him one month's notice or one month's salary in lieu of notice.
- (7) The CFAO shall receive pay and other allowances as decided by the Governing Body from time to time.
- (8) The age of retirement of CFAO shall be sixty five years.

(9) Duties of the CFAO shall include :

- i. The Chief Finance & Accounts Officer shall be responsible for managing the Accounts and Funds of the University, for maintaining the records properly, and for regularly getting them audited. The Chief Finance & Accounts Officer shall be responsible for preparation of the Annual and the Supplementary Budget of the University for presentation before the Board of Management, timely payments of loans of the University & disbursal of salary of the staff of the University.
- ii. The Chief Finance & Accounts Officer shall supervise, control and regulate the working of Accounts and Finance of the University.
- iii. Maintaining the financial records and any such other finance related records of the University as the Governing Body may decide.
- iv. He shall discharge all such functions as assigned to him by the Chancellor of the University including duties as specified in the appointment letter.
- v. The Chief Finance & Accounts Officer shall be responsible for ensuring that the University adheres to the all financial rules and regulations of statutory authorities and departments of State Government.

STATUTE NUMBER 09

GOVERNING BODY

- (1) Formation and functioning of the Governing Body shall be as laid down under section 22 of the act.
- (2) The term of the nominated members of the Governing Body will be of three years.
- (3) Apart from the powers vested in the Governing Body according to the provisions under Section 22 of the Act. The Governing Body of the University shall have the following powers and duties.
 - i. To make, review and approve, from time to time, the broad policies plans and procedures and suggest measures for the improvement and development of the university.

- ii. To make recommendation on any matter referred to it by the Chancellor.
- iii. To make recommendation to the Sponsoring Body for the creation of new posts of officers of the University.
- iv. To approve the annual budget and supplementary budget.
- v. The Governing Body may delegate any of its functions/powers to any authority/officers/body of the University. The powers/functions so exercised should be reported to Governing Body in its subsequent meeting.
- vi. Such other powers and duties as may be prescribed by the Chancellor.

STATUTE NUMBER 10

BOARD OF MANAGEMENT

- (1) Formation and functioning of the Board of Management shall be as laid down under Section 23 of the Act.
- (2) The term of the nominated members of the Board of Management will be of three years.
- (3) The Board of Management shall ordinarily meet once in every two months.
- (4) Powers and Functions of the Board of Management shall be:
 - (i) To prepare financial accounts together with audit report and Annual Report of the University and to place it before the Governing Body for its approval.
 - (ii) To prepare the Annual / Supplementary Budget of the University and to place it before the Governing Body for its consideration and approval.
 - (iii) To follow the Budget for Expenditure as approved by the Governing body.
 - (iv) To recommend to Governing Body for creating the post of teachers, other officers, ministerial and technical staff of other officers of the university.
 - (v) Save as otherwise provided by the Act, or the Statutes, to appoint the officers, teachers of the University other than the Vice-Chancellor, the Registrar and the Chief Finance and Account Officer; to define their duties and the conditions of

their service, and to provide for the filling of vacancies in their posts and to institute adjunct professorship/visiting professorship.

- (vi) To get the approval of the Governing Body before the implementation of such decisions of the Board of Management which may be having bearing on the finances of the university.
- (vii) To make from time to time, the broad policies plans and procedures and suggest measures for the improvement and development of the university.
- (viii) Subject to the overall ceiling in the annual budget the Board of Management may approve reappropriation of finances from one head of expenditure to another.
- (ix) To perform any other functions this may be assigned by the Governing Body/Chairman of the Board of Management / Statutes of the University.

STATUTE NUMBER 11

FORMATION, POWERS, DUTIES AND ACTIONS OF THE ACADEMIC COUNCIL

- (1) The Academic Council shall consist of the following members:
 - i. Vice Chancellor (Chairman)
 - ii. Pro Vice Chancellors
 - iii. The Deans.
 - iv. The Heads of the Departments.
 - v. Three Professors of the University Teaching Departments.
 - vi. Three Professors from State/Central Govt. Universities nominated by the Chancellor. Chancellor may also consider the names of eminent retired professors for such nominations.
 - vii. Two representatives from amongst the Scientists/ Educationists/ Technologists/ Industry representatives nominated by the Chancellor.
 - viii. One representative nominated by Chairman, Regulatory Commission.
- (2) The Vice-Chancellor, as the Chairman, shall preside over the meetings of the Academic Council and in his absence, the senior most Pro-Vice-Chancellor will preside.

(3) The Registrar shall be the Member- Secretary of the Academic Council and in the absence of the Registrar, any other person authorized by the vice Chancellor shall act as the Secretary.

(4) One third of the members of the Academic Council including the Chairperson shall form the quorum at a meeting. Provided that no quorum shall be necessary for adjourned meetings. Ordinarily seven days notice shall be given for all meetings of the Academic council.

(5) The term of the nominated members of the Academic Council will be three years.

(6) Subject to the provisions of the Act, the Academic council shall have the following powers, duties and functions, namely,

- (i) To co-opt as members, persons having special knowledge or experience in the subject matter of any particular business which may come before the Council for consideration. The members so co-opted shall have all the rights of the members of the council in regard to the transaction of the business in relation to which they may be co-opted.
- (ii) The Academic Council shall be the principal academic body of the University and shall, coordinate and exercise general supervision over the academic policies of the University.
- (iii) To promote research and related activities in the University.
- (iv) To make recommendations to the Governing Body on the proposals received from the different faculties of the University, for the conferment of degrees, honorary degrees or any such other distinction or honor of the University.
- (v) To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, teaching and evaluation of research or improvements in academic standards.
- (vi) To consider matters of general academic interest either on its own initiative or on a reference made by a school or the Board of Management to take appropriate action thereon.

- (vii) To make proposals to the Board of Management for allocating departments to a faculty/school.
- (viii) To make proposal to the Board of Management for the institution of professor emeritus, adjunct professor, visiting professor, fellowships, scholarships, studentship, exhibition medals and prizes and to make rules for their award.
- (ix) To recognize persons of eminence in their subject to be associated as research guide in that subject as prescribed in the ordinance.
- (x) To formulate, modify or revise schemes for the organization and assignment of subjects to the faculties, and to report to Board of Management as to the expediency of abolition, reconstitution or division of any school of the University.
- (xi) To recognize diplomas and degree of other universities and institutions and to determine their equivalence.
- (xii) To make special arrangements, if any, for the teaching of women/disabled students and for prescribing for them special courses of study.
- (xiii) To consider academic related proposals submitted by the faculties/ departments of the University.
- (xiv) To approve the syllabus of the different courses/ subject submitted by the faculties/departments and to arrange for the conduct of examinations according to Ordinances made for the purpose.
- (xv) To award stipends, scholarship, medals and prizes and to make awards in accordance with the ordinances and such other conditions as may be attached to the award.
- (xvi) To publish syllabus of various courses of study, lists of prescribed or recommended text books for different subjects.

(xvii) To appoint committee for admission of students in different faculty of the University.

- (7) To recommend to the Board of Management the rates of remuneration and allowances for the examination work.
- (8) To delegate such of its powers, as is may deem fit, to the Chairman of the Academic council.
- (9) To report and to make recommendation on any matter referred to it by the Chancellor or the Governing Body, as the case may be.
- (10) The Academic Council shall exercise such other power and perform such other duties as may be prescribed from time to time.

STATUTE NUMBER 12

FINANCE COMMITTEE

(1) The Finance Committee shall consist of the following persons, namely:-

(i)	The nominee of the Chancellor	:	Chairman
(ii)	The Vice Chancellor	:	Member
(iii)	The Pro Vice-Chancellor	:	Member
(iv)	The Registrar	:	Member
(v)	One member of the Governing Body to be nominated by the Chancellor	:	Member
(vi)	One person of the Board of Management to be nominated by the Sponsoring Body	:	Member
(vii)	One Dean nominated by the Chancellor	:	Member
(viii)	Chief Finance and Accounts Officer	:	Member Secretary

- (2) The tenure of the members of the finance committee, other than ex-officio members, shall be of three years.
- (3) The finance committee shall meet at least thrice in each academic year. A notice for the meeting of the finance committee shall be given so as to reach the Committee members at least five days in advance of the meeting.
- (4) Three members of the finance committee, including Chairman, shall constitute the quorum at the meetings.

(5) Functions and powers of the Finance Committee shall be as follows:

- (i) The Finance Committee shall consider the annual estimates of income and expenditure of the University prepared by the Board of Management and shall put up to the Governing Body for its consideration and approval.
- (ii) The Finance Committee shall consider the annual accounts of the University prepared by the Board of Management and its recommendation thereon along with the annual budget, and shall put it up to the Governing Body for its consideration and approval.
- (iii) The Finance Committee may make its recommendations to the Board of Management to accept bequests, and donations of property to the University on such terms as it deems proper.
- (iv) The Finance Committee may recommend mechanisms, ways and means to generate and save resources for the University.
- (v) The Finance Committee may consider any other matter referred to it by the Governing Body and make its recommendations thereon.
- (vi) The Finance Committee shall advise the Governing Body on any question affecting its finances. The Committee shall also be responsible for regular Audit process.
- (vii) The Finance Committee shall be responsible for the observance of Regulations relating to the maintenance of accounts of the income and expenditure of the University.
- (viii) The Finance Committee shall recommend course of action on the regular reports of external and internal auditors.

STATUTE NUMBER 13

STANDING COMMITTEE

(1) Standing Committee of the University shall be constituted as under:

- (i) Vice Chancellor as the Chairman of the Committee
- (ii) Pro Vice Chancellor
- (iii) Registrar
- (iv) CFAO
- (v) Deans of all faculty of the University.
- (vi) Three senior Heads of Departments of the University by rotation (their term being three years).
- (vii) One nominee of the Chancellor.

The Chair-person can invite additional members to the standing committee as and when required. The Standing Committee shall perform such tasks as assigned to it by Board of Management from time-to-time.

- (2) The Registrar shall act as the Secretary of the Standing Committee.
- (3) Meeting of the Standing Committee shall be convened, as and when required, under the directions of the Vice Chancellor by the Registrar of the University. One-half of the members of the Standing Committee and the Chairman shall constitute the quorum.
- (4) Notice for the meeting of the Standing Committee along with the agenda will be served to the members at least 2 days in advance of the meeting. However, an emergency meeting of the Standing Committee can be called by the Chancellor/Vice Chancellor, as and when required, with six hours notice.

STATUTE NUMBER 14

EXAMINATION COMMITTEE

- (1) The Board of Examination of each Subject shall consist of the following members :
 - (i) Head of the Department - Chairman.
 - (ii) Two senior most teachers of the Department (other than the Head of the Department).
 - (iii) One nominee of the Vice-Chancellor.
- (2) The functions of Examination Committee shall be defined by regulations.

STATUTE NUMBER 15

FACULTY/SCHOOLS

- (1) The University shall include the following faculty:
 - (i) School of Sciences
 - (ii) School of Engineering and Technology
 - (iii) School of Education
 - (iv) School of Governance and Political Science
 - (v) School of Management
 - (vi) School of Social Science
 - (vii) School of Arts & Design
 - (viii) School of Humanities and Literary Studies
 - (ix) School of Commerce and Financial Studies
 - (x) School of Architecture

- (xi) School of Medical and Paramedical Science
- (xii) School of Ancient Wisdom and Ideology
- (xiii) School of Agriculture and Veterinary Science
- (xiv) School of Sports Education
- (xv) School of Nursing
- (xvi) School of Life Sciences

Such other faculty as may be approved by the Governing Body on the recommendation of the Academic Council shall be added from time to time.

- (2) Each School shall have such departments as may be assigned to it by the Academic Council.

STATUTE NUMBER 16

DEANS OF FACULTY/SCHOOL

There shall be a Dean for each School nominated by the Vice Chancellor.

Ordinarily, a Professor within the School shall, by rotation according to seniority, act as Dean of the School for a period of three years.

Provided that:-

- (1) If there is no Professor, a Reader/an Associate Professor, by rotation according to seniority, shall act as Dean. In the absence of any eligible teacher who can qualify to become Dean, a Dean/Professor/Associate Professor/Reader of an allied discipline can be nominated as Incharge Dean. Moreover, Professor Emeritus/Visiting Professor can be nominated as Dean in the Faculty of Fine Arts.
- (2) The Dean shall be the Chairman of the School and shall be responsible for the observance of the Statutes, the Ordinance and the Regulations relating to the School.

- (3) The Dean shall be responsible for overall supervision and control of the organization and the conduct of teaching, evaluation and research work in the Departments comprising the School.
- (4) The Dean shall exercise such other powers and perform such other functions and duties as may be assigned to him by the Board of Management or the Vice-Chancellor or the ordinance.
- (5) Professor or Associate Professor shall have the option to resign the Deanship at any time during his tenure and also decline the offer of appointment in his turn as Dean of the School.

STATUTE NUMBER 17

CONSTITUTION OF FACULTY/SCHOOL

Each School shall consist of the following members, namely:

- (1) The Dean of the School who shall be the Chairman.
- (2) The Heads of Departments in the School.
- (3) All Professors in the School.
- (4) One Associate Professor/Reader and one Asst. Professor/Lecturer, by rotation according to seniority, from each Department in School.

STATUTE NUMBER 18

POWER OF THE FACULTY/SCHOOL

- (1) The School shall have such powers and shall perform such duties as given in the Ordinances and shall, from time to time, recommend such Boards of Studies in different branches of knowledge as may be prescribed by the Ordinances.
- (2) The Faculty shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council.

STATUTE NUMBER 19

BOARD OF STUDIES

(1) There shall be a Board of Study for each Subject comprising of :-

- (i) All the teachers of the concerned subject.
- (ii) Two members to be nominated and co-opted by the Department, from outside the University, from academia/Industries/research organizations, after approval of Vice-Chancellor from a panel of five persons.

(2) The Head of the Department shall be the Chairman of the Board of Studies provided:

- (i) That the term of the chairman shall be three years, and after expiry of the term, the next/ senior most Professor/Associate Professor/Reader shall be Chairman.
- (ii) That if there are more than one Professor in the department, the senior most Professor/Associate Professor/ Reader shall be the chairman for Board of Studies of that subject: in accordance with subsection 1.

(3) The term of the Co-opted members of the board of studies shall be three years.

(4) The Vice Chancellor can constitute a Board of Studies for the subjects to be started by the University as and when required.

(5) Detailed syllabus of the different courses of the department shall be prepared by the Board of Study and be submitted to the Academic Council for its approval and publication.

(6) Contents of the syllabi shall be revised and updated by the Board of Studies from time to time but not later than three years and be submitted to the Academic Council for its approval.

(7) Board of studies meeting shall be arranged at least twice a year.

STATUTE NUMBER 20

STUDENTS COUNCIL

- (1) The students' council will mainly function as a forum for getting feedback on the students' issues and their welfare.
- (2) The Vice-Chancellor shall appoint on the Students' Council one student from each Department/School who should be a full time student in the University and had secured the first position in order of merit in the preceding Examination.
- (3) The Vice Chancellor can also decide to involve other categories of students in the Students' Council depending upon the need of student's participation for the benefit of the University. Vice-Chancellor will ensure that adequate representation is given to all sections in the Students' Council.

STATUTE NUMBER 21

APPOINTMENT OF TEACHERS OF THE UNIVERSITY

- (1) For the teaching positions in the University namely the Professors, Associate Professor, and Asst. Professor, the Board of Management may recommend to the Governing Body for filling up the vacancies available in different departments/schools/faculty of the University.
- (2) The Governing Body shall assess the recommendations of the Board of Management and approve filling up of teaching vacancies through an open advertisement and selection process from time to time.
- (3) Teaching positions (shall be advertised in the national daily / News Papers of wide circulation or on the website of the University clearly mentioning the essential qualifications and pay scale for each advertised post as per norms prescribed by the University Grant Commission (UGC) or any other Regulatory Body.
- (4) A Screening Committee constituted by the Vice-Chancellor shall screen all the applications and prepare a summary of all the candidates satisfying the essential qualifications and to be called for the interview. Also a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection. This list may be allowed to be uploaded on the website of the University.

(5) Summary of all the screened applications shall be made available to the Selection committee at the time of interview.

(6) The Selection Committee shall consist of the following members;

- (i) The Vice-Chancellor - Chairman
- (ii) One observer, to be nominated by the Chairman, Regulatory Commission.
- (iii) Three subject experts not connected with the University in any manner whatsoever, nominated by the Vice Chancellor from a panel of five experts approved by the Chancellor.
- (iv) Dean of the concerned School Of Studies.

(7) The Selection Committee shall recommend to the Governing Body, names arranged in order of merit, if any, of the persons who it considers suitable for the posts.

Provided that no recommendation shall be made unless at least two subject experts are present in the Selection Committee meeting.

(8) After the approval of Selection Committee's recommendation by the Governing Body, appointment letters will be issued by the Registrar.

(9) In addition to full-time teachers, the Board of Management / Vice Chancellor may also decide to engage Adjunct Professors/Visiting Professors teachers for a fixed period/ part time / contractual basis.

The terms and conditions (such as honorarium, TA/DA, conveyance charges etc) of such engagements will be decided by the Governing Body of the university, from time to time.

(10) Provisions for teachers (appointed by the Sponsoring Body/Institute/College) and already working:

- (i) Teachers (professors/Readers/Lectures) who are already working and who were appointed on regular basis, following due procedure in the same institution, before notification of the University, and who have now become constituent unit of the University, shall be examined by a screening committee constituted as per the provisions of section 06 of this Statute.
- (ii) Observing the norms laid down by the UGC/ AICTE or any other relevant regulatory Body, the screening committee shall recommend names of suitable teachers to the University.
- (iii) The teachers found suitable for appointment in the University Teaching Departments may be absorbed as regular teachers of the University after approval of the Governing Body.

STATUTE NUMBER 22

CATEGORIES OF THE NON-TEACHING EMPLOYEES

- (1) The following types of non-teaching employees will be employed by the University:
 - (i) Permanent/Probationary employees
 - (ii) Contractual employees
 - (iii) Casual employees
- (2) Permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be one or of two years as decided by the Registrar.
- (3) Contractual employee means an employee who is appointed on contract for a specified period.
- (4) Casual Employee means an employee who is engaged on the basis of a Muster Roll.
- (5) The terms of service conditions of all the above types of employees and arbitration procedures shall be as prescribed by the Regulations.

STATUTE NUMBER 23

OTHER OFFICERS OF THE UNIVERSITY

- (i) Pro-Vice-Chancellor;
 - (a) Chancellor shall have the powers to appoint Pro-Vice-Chancellor who will be full-time officer of the University. Pro-Vice-Chancellor will report to the Vice-Chancellor. The number of Pro-Vice-Chancellors shall not exceed more than three and will come from different Schools.
 - (b) Vice-Chancellor will assign duties to Pro Vice-Chancellor.
- (ii) Controller of Examination:
 - (a) Controller of Examination will be an officer of the university and shall be appointed by the Vice Chancellor from amongst the Teachers of the University.

- (b) When the office of the Controller of Examination is vacant or when the Controller of Examination is, by reason of illness or absence for any other cause, unable to perform the duties of the office, the Vice Chancellor may temporarily appoint a person to perform the duties of the office.
- (c) The Controller of Examination shall control the conduct of examinations and all other arrangements necessary therefore and execution of all processes connected therewith.
- (iii) Librarian:

The Librarian shall be a full time salaried officer of the University, and his appointment will be made following the procedure as laid down in the Statute No.(21), through the clause (3) to (10) for the teachers.

- (iv) Dean Student Welfare (DSW):

The Dean Students Welfare shall be an officer of the University and shall be appointed by the Vice-Chancellor from amongst the Teachers of the University.

- (1) The powers and responsibilities of the Controller of Examination, the Librarian and the Dean Student Welfare (DSW) shall be as specified in the Regulations.

STATUTE NUMBER 24

CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS

- (1) (i) Proposal for conferment of an Honorary Degree or Academic Distinction shall be made in writing through the Department by any School Member and Head of the Department will forward it to the Vice Chancellor.
- (ii) On receipt of the proposal the Vice -Chancellor, on being satisfied that the proposal is in conformity with the provision of the Act, and the person on whom conferment of such honorary degree is under consideration is a person of eminence, shall call a special meeting of the Board of Management to consider the proposal.
- (iii) At such special meeting of the Board of Management the Vice-Chancellor shall call upon the members to indicate their opinion on the proposal by a secret ballot. No speeches or comments shall be permitted on the proposal at such meeting.
- (iv) The Vice-Chancellor shall ascertain from scrutiny of the ballot papers, if the proposal has the requisite support. If the Vice-Chancellor finds that the proposal has the requisite support of the members, he shall declare that the proposal shall be submitted for approval to the next meeting of the Governing Body.

(v) Every proposal for conferment of an Honorary Degree or Academic Distinction shall be separately made and considered in respect of a proposed recipient.

(2) (i) Any such proposal submitted for approval of the Governing Body shall be decided by a secret ballot of the members of the Governing body present and voting at the meeting.

(ii) No member of the Governing Body shall be permitted to discuss, comment or make any speech in respect of the proposal at such meeting.

(iii) The Vice Chancellor shall scrutinize the ballot papers in respect of the proposal with the help of tellers if necessary.

(iv) On scrutiny, if the proposal is found to have the requisite support the proposal shall be declared to be carried. In the absence of the requisite support the proposal shall be declared to be dropped.

(v) The recommendation of the Governing Body will be presented to the Chancellor by the Vice-Chancellor. The Chancellor shall take the final decision on such matter.

STATUTE NUMBER 25

PROVISION REGARDING FEE TO BE CHARGED FROM THE STUDENTS

(1) All the courses in the University will be run on self finance mode. The following types of fees may be charged from the students;

- i. Prospectus/ Registration form
- ii. Admission fees (Where applicable)
- iii. Tuition fees for the course
- iv. Examination fees
- v. Library fees
- vi. Development/amalgamated fund
- vii. Laboratory fees
- viii. Caution money
- ix. Activities Fee
- x. Cultural/Annual Function Fee
- xi. Hostel fee
- xii. Security fee
- xiii. Industry visit/Excursion Fee
- xiv. Training/Augmentation/Placement Fees.

The University can introduce other heads of fees from time to time.

- (2) In addition, fees for duplicate mark sheets, revaluation, issuance of degree and such others examinations or result related fee may be charged from the students, as prescribed by the ordinance.
- (3) The components of fee may vary from course to course and shall be decided by the Board of Management for each course.
- (4) The fee structure of various courses and provision of exemption from tuition fee will be decided by the Board of Management from time to time and will be made available to the students along with the prospectus for the concerned session.
- (5) Fee shall be subject to the approval of the Regulatory Body (defined in section 2(i) of the Act 2007).

STATUTE NUMBER 26

ADMINISTRATION OF ENDOWMENTS FOR THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES IN THE UNIVERSITY

- (1) The Board of Management may accept donations for creation of endowment fund for the award of Fellowship, Scholarship, Stipend, Medals and Prizes of recurring nature.
- (2) The Board of Management shall administer all the endowments.
- (3) The award shall be made out of the Annual Income accruing from the endowment. Any part of the income which is not so utilized shall be added to the endowment.
- (4)
 - (i) The Board of Management shall prescribe the conditions of depositing the endowment in a nationalized Bank.
 - (ii) The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
- (5) No endowment shall be accepted in contravention of the award.
- (6) In case any endowment is accepted by the Board of Management, the Board shall make a Regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purpose of the endowment, etc.
- (7) Approval of awardees of fellowships, scholarships, medals and prizes as per the specific regulation(s) / ordinance(s) belonging to the specific endowment will be given by the Board of Management.

STATUTE NUMBER 27

CONVOCATION

- (1) A Convocation for the award of the Degrees, Diplomas and other Distinction of the University shall normally be held annually in the main campus of the University or at such other place as may be approved by the Governing Body.
- (2) The Academic Council shall frame Regulations relating to the format of the Degree, Diploma documents, Certificates and citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding Convocations.
- (3) The Visitor and in his absence the Chancellor shall preside over the convocation function of the University. In the absence of both, the Vice Chancellor shall preside over the convocation function.

STATUTE NUMBER 28

ADMISSION OF STUDENTS

- (1) Admission to various courses shall be governed as prescribed in the ordinances framed for the concerned subjects.
- (2) The University may conduct its own entrance test, if necessary, or may utilize the list of results of such examination/tests conducted by different State/ National / Professional Bodies.

STATUTE NUMBER 29

ANNUAL REPORT

- (1) The Annual Report of the University shall be prepared by the Board of Management.
- (2) The Report shall be placed before the Governing Body for approval.
- (3) A copy of the Annual Report prepared under Sub-section (1) shall be presented to the Visitor and to the Regulatory Commission after approval by the Governing Body.

STATUTE NUMBER 30

RESIGNATION

Any resignation rendered by any employee shall be processed as per the Regulations prescribed for the purpose.

STATUTE NUMBER 31

ACTION AGAINST TEACHERS

Where there is an allegation of misconduct or prejudice or bias or subjectivity in evaluation against a teacher, the Vice Chancellor shall constitute a fact finding Committee and if necessary, based on the fact finding committee recommendations, may institute an inquiry committee for the purpose.

- (1) Based on the inquiry committee report, the Vice Chancellor may decide course of action including suspension depending on the severity of the misconduct. However, for taking actions to the extent of termination of the teacher concerned, the Vice Chancellor shall report the matter to the Governing Body, whose decision ordinarily will be final subject to the provision of the appeal to the Chancellor.
- (2) An appeal against any action can be made to the Chancellor within 30 days from the date of receiving of the communication of such order and the decision of the Chancellor shall be final.

STATUTE NUMBER 32

ACTION AGAINST NON-TEACHING EMPLOYEES

- (1) Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a fact finding Committee and if necessary, based on the fact finding Committee recommendations, may institute an inquiry committee for the purpose, pending which the employee may be suspended from the service.
- (2) Based on the inquiry committee report, the Registrar may decide course of action including termination depending on the severity of the misconduct.

However, for taking actions to the extent of termination of the non-teaching employee concerned, the Registrar shall report the matter to the Vice Chancellor who shall take appropriate decisions..

(3) An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order, whose decision shall be final.

STATUTE NUMBER 33

APPOINTMENT OF EXAMINERS

1. In this Statute:
 - (i) "Internal Examiner" means:
 - (a) In case of a theory paper, an examiner including a paper setter who is a teacher in a University Teaching Department/School of Studies/Department of the University.
 - (b) In case of practical and viva-voce examination an examiner who is a teacher in the institution whose candidates are being examined at the examination center.
 - (ii) "External examiner" means an examiner other than an internal examiner.
 - (iii) "Co-examiner" means an examiner in a written paper other than the paper-setter.
2. The office of the Registrar / Controller examination shall prepare for every subject an institution wise list of names of persons qualified for appointment as examiners. The list shall be in two parts, the first part containing the names of persons working as teachers in the University Teaching Departments/School of studies/Department the University and the second part containing names of persons other than teachers of the University qualified for appointment as examiners, whose names shall be obtained by the Registrar's office from other Universities on its own initiative or under the direction of the chairman of the Board of Studies concerned.
3. The list shall contain, as far as possible, information relating to the persons included therein on the following points, namely: -
 - (a) The academic qualifications and teaching experience at degree and post graduate levels.
 - (b) The field of specialization.

(c) The examination of the University and years in which they have acted as examiners in the past.

4. The list so prepared shall be made available to the Examination Committee concerned constituted together with names of persons appointed as Examiners in the University during the two preceding years: The Committee may add to the list the names and experience of persons qualified for appointment as examiners but not included therein.

5. The Registrar's/Controller of examination's office shall also give the Examination Committee the approximate number of candidates expected to appear at each examination and the list of centers of each practical/Viva-voce examination together with the estimated number of Candidates thereat.

6. The Examination Committee shall, in the light of the provisions of the following paragraph, Recommend :-

(i) A panel of three names for the appointment of the paper setter of each written paper.

(ii) A list of names of persons for appointment as co-examiners where necessary, the number of names included in the list being at least fifty percent excess of the number to the appointment.

(iii) A list of names of persons for appointment as examiners in each Practical/Viva-voce examination, the number of names included in the list being sufficient for the conduct of practical/Viva-voce examination at different center.

7. The Vice-Chancellor shall appoint paper setters, co-examiners, practical/Viva-voce examiners ordinarily from amongst persons recommended by the Examination Committee. He may, however, appoint a person whose name is not included in the list of names recommended by the Examination Committee if he is satisfied that the person in question possesses the minimum qualification and his appointment will not be contrary to the provisions of the following paragraph.

8. The qualifications of the paper setters and Co-examiners shall be as follows, namely:

<u>Examination:</u>	<u>Qualifications:</u>
(i) Post graduate examination in all faculties other than law/MBA	(i) Experience of teaching the subject at the post graduate level for at least five years. OR Experience of teaching the subject at the post graduate level of a least three years together with research experience/ total teaching experience at the degree and / or post graduate level for at least seven years.
(ii) LL.M	(ii) Master's degree or higher degree in law and teaching experience at L.L.M level for at least five years OR Experience as High Court Judge.
(iii) For M.B.A	(iii)A person with three years experience of teaching the subject concerned at the post-graduates level
(iv) Degree examination in all faculties other than Engg. Technology, Law, Medicine and Ayurveda and journalism and Mass Communication formatting part of Arts Faculty.	(iv) Teaching the subject at Degree and/ or post graduate level for atleast seven years.

<p>(v) Degree Examination in Engineering/Technology.</p> <p>(vi) Degree examination in the faculty of ayurveda.</p> <p>(vii) LL.B.</p> <p>(viii) Diploma examination in all faculties other than those in the faculty of Medicine and Postgraduate Diploma examination in Business Administration.</p> <p>(ix) Diploma examination in the Faculty of Medicine.</p> <p>(x) Post graduate Degree/Diploma in Business Administration</p>	<p>(v) Teaching experience in the subject at the degree and/or post-graduate level for at least five years.</p> <p>(vi) Teaching experience in the subject at the degree and/or post-graduate level for at least five years</p> <p>(vii) Teaching experience of LL.B. and/or LL.M classes for at least seven years.</p> <p>OR</p> <p>Judicial experience as District Judge for atleast five years</p> <p>OR</p> <p>Standing of at least ten years at the bar.</p> <p>(viii) Teaching experience of atleast three years of Degree and five years of Diploma classes.</p> <p>OR</p> <p>Ten years professional experience.</p> <p>(ix) A Doctor's or Master's Degree of a post graduate Diploma of a recognized University or an equivalent qualification in the subject and at least five years teaching experience in the subject in any University or college recognized by the Medical Council of India.</p> <p>(x) At least seven years teaching experience at the degree level of at least five years teaching experience of post graduates/Degree/Diploma classes in the subject.</p>
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(B) Co-examiners

The qualifications shall be same as for paper setters but the minimum teaching/ professional experience required shall be less by two years than that prescribed in case of the paper setter.

Provided that in case of degree examinations where sufficient number of internal co-examiners in a subject with the aforesaid qualifications is not available, teachers in the University Teaching Department School of Studies /Department the University with at least three years teaching experience at the degree/postgraduate level in the subject shall be eligible for appointment as Co-examiners.

- 9 (1) In case of practical and Viva-voce examinations at the post graduate level, the external examiner shall be a person not below the rank of the Reader.
- (2) In case of Practical and Viva-voce examinations at the first degree level the external examiner shall be teacher of the subject with not less than three years experience of teaching the subject at the degree and / or postgraduate level.
- (3) The internal examiner in case of Viva-voce examination at the postgraduate level shall be the Head of Department in the subject whose regular candidates are to be examined and where the Head of the Department is not available a teacher of that Department shall be the internal examiner.
- (4) The internal examiner in case of practical examination both at the degree and the postgraduate's level shall be appointed from amongst the teachers of the Department whose regular candidates are to be examined in the recommendation of the Head of such Department.
- (5) The external examiner at the post graduate level in case of practical/ Viva voce examination shall not be a teacher in a University Teaching Department/School of Studies/Department of this University.

10. Where in any paper more than one examiner is appointed, the paper setter shall be Head examiner. Examiners other than the paper-setter shall be the Co-examiners.

11. (1) Examiners shall be appointed for the examination of one year only, but they shall be eligible for re-appointment

(2) An examiner may be discontinued at any time if his work is found unsatisfactory. An examiner's work shall be deemed to be unsatisfactory if (i) mistake of such nature is found in his/her work in the course of checking and scrutiny which affect the result or (ii) he or she is found by the governing body to have delayed the work without good cause or (iii) there is an adverse report from the head Examiner ; of (iv) in the opinion of the governing body there are reasonable doubts about his integrity or suspicion that he is accessible to examiners or their relations and (v) if there are serious complaints against his paper e.g. that his paper was much above or below the standard or contained questions outside the prescribed course.

12. (1) In paper for which there is only one examiner, he shall set the paper and value the answer books received by him.

(2) In a paper for which more than one examiner has been appointed, the head examiner shall:-

- (i) Set the paper.
- (ii) Forward a memorandum of instruction for the guidance of the co-examiner to secure conformity with his own standard in the valuation of the answer book by his co-examiners.
- (iii) Forward to each co-examiner at least five answer books duly marked by him to serve as models.
- (iv) Take care to see that model answer book shall, as far as possible, be representative of all grades of candidate, i.e. failure and third, second and first division.
- (v) Assign duties to the Deputy Head Examiners, if there be any.
- (vi) Value such number of answer books as may be allotted to him.
- (vii) Examine the test installments of answer books received from the co-examiner in accordance with the succeeding subpart and convey his approval of the marking or issue such instruction as may be necessary to secure uniform standard in valuation.
- (viii) Report to the Registrar/Controller of Examinations on the work of the co-examiner and state whether he has observed the instructions received from the Head Examiner.

13. A deputy head Examiner shall act as a co-examiner in relation to the Head Examiner that may be allotted to him. He shall, however forward a copy of the memorandum which he received from the Head Examiner to each of his co-examiners. Where the number of co-examiners is more than six, a Deputy Head Examiner shall be appointed.

14. (i) The Head Examiner shall, as soon as he receives answer books may forward to his co-examiners a memorandum of instructions to each co-examiner model scripts as provided for in clause (iii) of subpara 12(ii) above.

(ii) A Co-examiner shall, on receipt of the memorandum of instructions start valuation of the answer books allotted to him. He shall send to the Head Examiner first test installments of ten marked answer books for re-examinations. The co-examiner shall continue his valuation work; but shall adjust his valuation according to the standard set by the Head Examiner.

(iii) The Co-examiner shall forward to the Head Examiner a further installment of five answer books.

(iv) The Co-examiner shall comply with all instructions given to him by the Head Examiner.

(v) In case the co-examiner does not receive the memorandum of instructions from the Head examiner, he shall remind the Head Examiner under intimation to the Registrar/Controller examinations. If the Head Examiner does not receive the first test installment and subsequent installment of answer books, he shall remind the co-examiner concerned under intimation to the Registrar/Controller examinations.

15. Notwithstanding the provision of sub Paras (ii) to (v) above where the Academic Council so decides, in case of paper where for more than one examiner is required, the paper setter shall draw up and send detailed memorandum of instructions regarding valuation of answer books including solutions of numerical questions along with the question papers set by him. The detailed memorandum of instructions, moderated if necessary by the Moderation committee shall be sent by the university to all examiners in the paper. All examiners shall value the answer books allotted to them strictly in accordance with the instructions contained in the memorandum of instructions. There shall be no exchange of model answer books and installments market answer books between the paper setter and other examiners.

16. If for any reason an examiner becomes unable to value the answer books or to perform the duties of the head Examiner, after setting the question paper, he shall be entitled to receive only one half of the amount of fees for paper setting, the balance being payable to the examiner who values the answer books as Head Examiner.

17. Provided that if the setter dies before he is able to take up or complete the valuation of answer books, full fee prescribed for paper setting shall be paid to the heirs of such paper setters.

18. In case of examinations, where the Ordinances Provided for a second/supplementary examinations the paper setter may be required to set two papers any one of which may be used for the main examinations, the second being used for the second/Supplementary examinations. The paper setter shall be an examiner at both the main and the second/ supplementary Examinations. The other examiner ships may go to other qualified teachers who couldn't be provided with theory examiner ships at the Main Examination.

19. In any subject, if Viva-voce examination is prescribed, it shall be conducted by a Board of at least two examiners.
20. In the case of a subject for M.A, M.Sc., M.Com, & M.P.Ed examinations, where thesis is permissible in lieu of a paper there shall be a board of two examiners for reading the thesis. The maximum numbers of marks for the thesis shall be equally divided between the two examiners each of whom shall mark the thesis independently. If the valuation of these two examiners differs by twenty percent, the thesis shall be referred to the third examiner, (other than a teacher of the University) who shall award marks out of half of the maximum marks for the thesis. The aggregate of two of the three awards nearest to each other and to the best advantage of the candidate shall be taken as the correct valuation.
21. (i) No person shall act as paper setter or examiner either in the theory, Viva-voce or practical examination if any of his relations is taking the examination.
(ii) No person shall act as a moderator or tabulator for any examination if any office relations are appearing/has appeared at that examination.

STATUTE NUMBER 34

THE PROCTORIAL BOARD

1. There shall be a Proctorial Board to maintain to maintain the discipline amongst the student of the University. It shall consist of the following members:
 - (i) A teacher preferably a Professor nominated by Vice-Chancellor (Chairman)
 - (ii) The Chief Proctor (Convener)
 - (iii) Dean Students Welfare.
 - (iv) All Proctor (s)
 - (v) All Wardens of the Hostels
 - (vi) One of the two students nominated by the Vice-Chancellor from amongst the student members of the Board of Studies.
2. The Proctorial Board shall prepare a Code of Conduct, also taking in view the decisions and judgments of Apex Court and NHRC etc., to be followed by the students and shall place it before the Board of Management for its approval.
3. Any violation of the Code of Conduct or breach of any rule or regulation of the University by any student shall be record as indiscipline and shall make the student liable for disciplinary action against him/her.
4. The Chief Proctor and Proctors shall be appointed by the Vice Chancellor from amongst the teachers of the University; the number of Proctors shall be determined by the Vice-Chancellor depending upon the enrollment of the student in the University.

5. The Chief Proctor and Proctors so appointed by the Vice Chancellor for the period not exceeding three years.

Provided that Vice-Chancellor may remove Chief Proctor or the Proctor before the completion of his/her tenure if he/ she fails to discharge the duties well or if his/her activities are prejudicial to the interest of the University.

6. The Power and duties of Chief Proctor:

- (i) The Chief Proctor shall get a Proctorial Form filled by students and keep it for the record in his/her office.
- (ii) He/she will issue Identity Card to each student under his/her seal and signature.
- (iii) He/She shall be authorized by the University to issue rail and air travel concession orders to the bonafide student of the university
- (iv) He/she will place all the matters brought to his/her notice before the Proctorial Board on being approved by the Vice Chancellor.